

## Community Principles and Membership Policy

*Standardisation is key to openness and interoperability. While the test & measurement field has adopted standard protocols, a comprehensive toolbox has been missing. openDAQ aims to provide a **unified interface for discovering and configuring devices**, and **streaming data** in standard formats.*

*For openDAQ to thrive, it needs an engaged community. Your participation will be invaluable. Thank you for considering joining us—together, we can build a more connected and more innovative world.*

*With that vision in mind, founding members HBK and Dewesoft, have released **openDAQ as open-source software** and invite the community to contribute and drive further innovation.*

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## **I. COMMUNITY PRINCIPLES**

1. openDAQ fosters an open and collaborative environment.
2. openDAQ SDK is open-source, licensed under the Apache Licence 2.0.
3. Any contributed intellectual property becomes publicly accessible.
4. Best solutions emerge from sincere collaboration of minds.
5. openDAQ SDK is geared towards the positive advancement of technological progress.

All members are expected to uphold these guiding principles.

## **II. MEMBERSHIP MODEL**

The membership model fosters a sense of ownership and collaboration among members, empowering them to contribute to the advancement of openDAQ while benefiting from a supportive and innovative community environment.

The four levels of membership cater to varying needs and levels of engagement within the openDAQ community, providing flexibility and accessibility to users of the SDK and associated services. Regardless of membership level, all participants have access to openDAQ's open-source library, licensed under Apache License 2.0.

Membership funds play a crucial role in driving the continuous development of SDK features, the maintenance of a compliance lab, where testing and validation processes are conducted to uphold the quality and reliability standards of openDAQ products and services. Pricing list for membership levels and additional services is detailed in the Appendix 1 of the Membership Policy.

By actively participating in the membership model, members not only gain access to exclusive benefits and resources but also play a direct role in sustaining the overall functioning and growth of the openDAQ ecosystem. They also consent to being published as members on the openDAQ webpage and having their openDAQ-compliant devices featured on the web page.

### **1. MEMBERSHIP LEVELS**

#### **(a) Community membership**

Community membership is recommended to members that do not need support and take full responsibility for using and integrating the code into their application.

Community membership includes:

- access to the Issue Tracker on Github (read and write option)
- access to the Discourse forum for:
  - feature requests (read and write option)
  - working groups (read only)
  - knowledge library (read and write option)
- subscription to the openDAQ newsletter.

#### (b) Advanced membership

Advanced membership is recommended to members that aim to ensure that a single application or device is interoperable with all other openDAQ solutions.

Advanced membership includes:

- access to the Issue Tracker on Github (read and write option)
- access to the Discourse forum for:
  - feature requests (read and write option)
  - working groups (read only)
  - knowledge library (read and write option)
  - training material (read option)
  - compliance test procedures for pre-tests (read option)
- subscription to the openDAQ newsletter
- testing of products in the compliance lab up to 1 device and usage of openDAQ™ label on tested products.

#### (c) Premium membership

Premium membership is tailored for members that aim at deep integration of openDAQ SDK into their products and applications and require available support for any unexpected SDK performance issues.

Premium membership includes:

- access to the Issue Tracker on Github (read and write option)
- access to the Discourse forum for:
  - feature requests (read and write option)
  - working groups (read only)
  - knowledge library (read and write option)
  - training material (read option)
  - compliance test procedures for pre-tests (read option),
- subscription to the openDAQ newsletter,
- testing of products in the compliance lab up to 10 devices and usage of openDAQ™ labels on tested products,

- liability for SDK functionality.

#### (d) Diamond membership

Diamond membership is designed for members deeply engaged in integrating the openDAQ SDK into their products and applications, seeking personalised full-time development support from openDAQ to address their unique requirements.

Diamond membership includes:

- access to the Issue Tracker on Github (read and write option)
- access to the Discourse forum for:
  - feature requests (read and write option)
  - working groups (read only)
  - knowledge library (read and write option)
  - training material (read option)
  - compliance test procedures for pre-tests (read option),
- subscription to the openDAQ newsletter,
- testing of products in the compliance lab of an unlimited number of devices and usage of openDAQ™ labels on tested products,
- liability for SDK functionality,
- dedicated development and integration support of 1 FTE per year.

## 2. ADDITIONAL SERVICES

- Additional services include:
  - additional testing of products,
  - trainings and
  - software support.
- Additional services can be added to all membership levels.
- Pricing list for additional services is detailed in the Appendix 1. This pricing list is reviewed or updated at least once per year.

## 3. MEMBERSHIP LIFE-CYCLE

### 3.1. Enrollment in the membership

- Members apply for membership by completing an online application on website [opendaq.com](http://opendaq.com).
- Applications are reviewed for approval by the openDAQ management .
- Membership begins the day after the approval of application by the Board of Directors.

### 3.2. Conclusion of membership

- A member may resign at any time.
- Resignation must be in writing to [info@opendaq.com](mailto:info@opendaq.com).

- All financial and other obligations have to be concluded prior to resignation.

### 3.3. Termination of membership

- a) A member can be expelled by the unanimous decision of the Board of Directors if the member:
  - violates the applicable laws and by-laws,
  - conducts against the interests of openDAQ community,
  - disregards the decisions and instructions of the bodies of the openDAQ;
  - unjustly damages the reputation of the openDAQ;
  - fails to pay membership fee within a reasonable period of time (second call to fulfil financial obligations).
- b) Before the decision for expulsion becomes final, the member concerned has the right to address the allegations personally or in a written statement.
- c) expulsion is effective a day after the decision has been reached by the Board of Directors.
- d) The member must be informed of the expulsion by letter of expulsion; this letter may be transmitted to the last shared email address of the member.

## 4. MEMBERSHIP DUES

### 4.1. Financial Contribution

- Advanced, Premium and Diamond members are required to pay an annual membership fee.
- Membership fees are to be paid annually and must be settled in advance by the end of the first month of the fiscal year.
- Upon joining openDAQ, new members must pay the full annual membership fee for the current fiscal year.
- Membership covers a full year (365 days, plus leap days).
- Membership fees are non-refundable in the event of resignation or expulsion.

### 4.2. Technical Contribution

- Working group members are expected to collaborate openly and transparently, acknowledging that meeting minutes will be publicly disclosed.
- Any intellectual property (IP) contributed is made accessible to the public, meaning that contributing parties agree to transferring their moral and material intellectual property rights to openDAQ by the sole action of contribution.
- Best solutions emerge from sincere collaboration of minds. If required, members will seek solutions through compromise. In the event of unsuccessful resolution attempts, the Board of Directors retains the authority to initiate mediation proceedings.

## 5. ROADMAP

### 5.1. Roadmap Approval Process

- The Board of Directors approves the annual roadmap based on the available budget and proposals of feature requests submitted by openDAQ management.
- The annual roadmap can be updated throughout the year.
- Members are encouraged to factor in the openDAQ roadmap and the pace of openDAQ development as they shape their internal roadmaps.

### 5.2. Handling of the features requests

#### 5.2.1. Feature Submission and Approval Procedure

- Members submit new feature requests via Discourse (cf. [Latest 🙌 Feature requests topics - openDAQ community](#)).
- The openDAQ management reviews, confirms and categorises requests as urgent, regular, optional/desirable features or not suitable.
- Requests are prioritised for inclusion in the roadmap based on their categorization, the submitter's membership level and availability of resources.
- The Board of Directors retains the right to veto requests that conflict with the openDAQ vision.
- Community requests proposing new, complex add-on features that do not affect the foundational structure of the SDK will be coordinated into working groups. The management appoints the working groups.
- Initial task of each working group is to check the interest of the community to finance the implementation of the proposal (crowdfunding through community). Working groups are supported by openDAQ management in this process.
- The initial responsibility of each working group is to assess community interest in financing the implementation of the proposal through community crowdfunding. OpenDAQ management provides support to the working groups throughout this process. Requests that secure both financial and development support proceed to the implementation phase.
- If a proposal is either small and practical or entirely developed by openDAQ developers, it moves forward to implementation. This process is overseen by openDAQ management.
- To ensure the stability of the core SDK, requests that would alter its fundamental structure must be approved by founding members.
- To ensure the stability of components created by working groups, requests that would modify their core components must be approved by the respective working group. Additionally, openDAQ management holds a veto right to moderations. In the event of a dissolution of the working group, the outcomes of their work can be integrated into the core SDK.

### 5.2.3. Development and Implementation

- Features that are assigned to the openDAQ team through roadmap or management go into development and implementation.
- Features that are developed from the open source community and contributed are reviewed and approved/declined by openDAQ management.
- Features requiring community collaboration are delegated to working groups. The openDAQ team participates in the working groups.
- Working groups define the project scope, identify necessary resources, and determine the implementation approach. Upon completion, the project proposal is presented to the management for incorporation into the openDAQ roadmap and subsequent implementation.
- The Board of Directors will be called in as a decision maker by the openDAQ management when working groups encounter deadlock situations that cannot be resolved by the openDAQ team or management.

### 5.2.4. Working Group Guidelines

- Ideas not currently on the roadmap and requiring development will be addressed through dedicated working groups.
- Working groups are appointed by openDAQ management, which is tasked with efficiently allocating resources in alignment with the agreed-upon roadmap. openDAQ management reserves the right to dissolve any working group or replace any of its members if necessary.
- The primary task of the working group is to create technical documentation and estimate the value of the proposal in terms of development hours and finances.
- Working groups consist primarily of specialists in their respective fields, who are recommended or nominated by members and/or openDAQ management.
- Each working group will be supported by the openDAQ team. The extent of support provided will be determined by openDAQ management based on available resources.
- Transparency will be ensured by providing public access to the minutes of working group meetings via Discourse (cf. [Latest !\[\]\(48a7667d09d5a06397e047ee4537bb6f\_img.jpg\) Working Groups topics – openDAQ community](#)).
- Non-community members are also welcome to contribute to the realisation of the proposal upon invitation supported by at least three members of the working group.

## 6. FUNDING

- The initial development of the core SDK has been financed by founding members.
- The further development of the core SDK is financed through membership fees.
- Workgroup proposals are community-funded through crowdfunding campaigns. Contributions can be made either financially, by covering the development hours of openDAQ developers, or through code contributions to the open-source openDAQ SDK.



## 7. OPEN SOURCE AND INTELLECTUAL PROPERTY

- Development outcomes of openDAQ are open source under the Apache Licence 2.0
- openDAQ is designed to enhance interoperability for all users but is not intended to address end-user issues directly. Instead, these issues should be addressed by hardware and software vendors utilising the openDAQ SDK.

## 8. GOVERNING BODIES

### a) Shareholders Assembly

The Shareholders Assembly represents both founding members. Responsibilities include voting on the election of directors, approval of significant corporate actions, and amendments to governing documents. Shareholders have a responsibility to act in the best interests of the openDAQ, exercise their voting rights thoughtfully, and support its long-term success.

### b) Board of Directors

The Board of Directors is responsible for overseeing the overall management and strategic direction of openDAQ. It makes key decisions, sets policies, appoints executives, and ensures the organisation operates in accordance with its mission and legal obligations. The board confirms annual roadmaps and the membership policy. The board represents the interests of shareholders while also considering the interests of the openDAQ community and other stakeholders.

### c) Working Groups

Working groups are formed within the openDAQ community to focus on specific projects or areas of interest of members. They consist of individuals with relevant expertise or interest in the topic at hand. Working groups collaborate to research, develop solutions, and implement strategies related to their designated objectives. Working groups can be made up with or without employees who belong to openDAQ or founding members; the openDAQ management will however ensure that the working groups are aligned with the Membership Policy and set up the necessary standard operating procedures.

### d) Management

Management refers to the team responsible for the day-to-day operations of the openDAQ. Its task is to execute the strategies and policies set by the Board of Directors, oversee and manage resources, and ensure the openDAQ achieves its goals efficiently and effectively. Management is accountable for the openDAQ's performance and reports to the Board of Directors.

### III. DOCUMENTATION AND COMMUNICATION CHANNELS

Effective communication is vital for collaboration within the openDAQ community. To foster seamless interaction, we utilise various channels, each serving specific purposes. This section outlines our primary communication channels and their guidelines.

1. openDAQ communicates with members and the general public over:
  - web site [openDAQ.com](https://openDAQ.com),
  - email [info@opendaq.com](mailto:info@opendaq.com),
  - Github and
  - Discourse.
2. All implemented source code from openDAQ can be accessed at
  - [github.com/opendaq](https://github.com/opendaq)
3. All openDAQ SDK documentation can be accessed at
  - [docs.opendaq.com](https://docs.opendaq.com)and the development state of the documentation can be accessed at
  - [docs-dev.opendaq.com](https://docs-dev.opendaq.com)
4. Community communication for feature requests runs through Discourse (cf. [Latest 🙌 Feature requests topics - openDAQ community](#)).
5. Bugs, defects or issues are treated via the Issue Tracker on [github.com/opendaq](https://github.com/opendaq).
6. Work group minutes are publicly published on Discourse under the section Working Groups (cf. [Latest 👤 Working Groups topics - openDAQ community](#)).

#### IV. OBLIGATIONS OF FOUNDING MEMBERS

Founding partners of openDAQ<sup>1</sup> have as initial members of the community and main financial contributors additional obligations and responsibilities to:

- a) **Define Purpose, Vision, Scope, and Boundaries:** Clearly defining these aspects, with special dedication to prioritising the needs of the community, ensures that everyone involved understands the goals and direction of openDAQ.
- b) **Drive Technology Forward:** Founding partners are tasked with advancing the technology in the best interest of contributors and users of the SDK. Maintaining the stability of the core SDK code is emphasised, which is essential for ensuring reliability and usability.
- c) **Align on Roadmaps:** Consensus on both long-term and short-term roadmaps is vital for coordinating efforts and making progress efficiently.
- d) **Secure Funds:** Founding partners are responsible for financial sustainability of openDAQ by securing funds for daily operations and executing the agreed-upon roadmap. This may include membership fees and founding partners' contributions.
- e) **Nurture Community:** Building a positive and collaborative community is essential for the success and growth of openDAQ. Founding partners are tasked with nurturing a community of respected and collaborative members while also taking measures to exclude any blacklisted companies or individuals who may harm the community's integrity.

Founding partners come to decisions at Board of Directors' meetings and shareholders meetings.

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<sup>1</sup> HBK and Dewesoft

Appendix 1:  
**PRICING LIST**

**A. Membership fees for 2024**

Membership level	in € per year
Community	0
Advanced	10.000
Premium	25.000
Diamond	on request*

Requests for diamond memberships are sent to [info@openDAQ.com](mailto:info@openDAQ.com) and approved by openDAQ management.

Diamond membership fee is set in advance for each year by the Board of Directors.

**B. Additional services**

	Community Membership	Advanced Membership	Premium Membership
Additional testing of products	-	1000 €	800 €
Software support (per hour)	150 €	125 €	100 €
1-day online training*	1500 €	800 €	500 €

\*Offers for on-site training are available upon request.

For maximum efficiency openDAQ employee allocation is determined by membership level and/or follows a FIFO (First In, First Out) principle.