

# CIP4 Membership Regulations

Version 2.1  
June 20, 2011

Drafted by  
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## **1 About this Document**

The International Cooperation for the Integration of Processes in Prepress, Press and Postpress (CIP4) is the international standards body for the graphic arts industry regulating the ongoing development of the Job Definition Format (JDF) and Print Production Format (PPF).

CIP4 believes that the further development of these standards should be as open as possible. That same development must, however, be funded. The regulations set out in this document provide the compromise necessary to achieve these goals.

## **2 Overview of CIP4 Member Classes**

CIP4 provides three classes of membership, each of which is designed for certain groups and may have restrictions preventing certain individuals or organizations joining in that class.

The CIP4 Advisory Board may make exceptions to any of the following rules if it deems them to be appropriate.

It is hoped that companies such as vendors and eCommerce providers who benefit from developing and/or selling JDF based software and services will help to fund the further development of the standard through their annual membership fees.

On the other hand CIP4 invites experts such as users (printers, consultants etc), associations or institutes within the graphic arts industry to contribute their expertise to JDF and to share their requirements, thoughts and experience with the other members of CIP4. Contributions from users are particularly welcome as this ensures that JDF will be firmly rooted in practicalities. A membership class is therefore provided for users, associations or institutes with significantly reduced annual fees.

## **3 Partner and Full Membership Classes**

Partner and Full Memberships are primarily designed for those who benefit from developing and/or selling software and services which could be based on JDF, e. g:

- Vendors
- Manufacturers
- OEMs of vendors
- Service providers

Other groups such as associations, institutes or users may also wish to join CIP4 in these membership classes on a voluntary basis.

## 4 Criteria for Associate Membership Class

The Associate membership is a privileged membership class. It is therefore subject to an annual review by the CIP4 Membership Officer and may be terminated if the criteria of Associate Membership are no longer met by the respective member.

In particular, the Associate Membership is designed for:

- **Users**  
Printers, Prepress Service Providers, Bookbinders are considered users in the sense of this document. These companies may also
  - use a product which is based on JDF or PPF but where the creation, editing or transmission of such files is a side effect of in-house processes and where the files do not form a part of deliveries to customer companies.
  - develop JDF or PPF based software for internal use only e.g. this software is not sold to others
- **Private Persons**  
Individuals who are not affiliated to or run an organization that doesn't meet the criteria of Associate Membership (see section *Limitations* below). Associate Membership for individuals regularly terminates after one year but may be renewed on request of that member if the prerequisites for Associate Membership are still given.
- **Consultants and system integrators**  
Companies or individuals who provide advice with respect to technical or organizational issues and/or professional services to their clients. These services may include customization of commercially available software.
- **Dealers**  
Companies or individuals who resell JDF or PPF based software, but do not develop it.
- **Trading entities**  
Firms that are neither manufacturers nor dealers. The primary business is the sale or resale of printing and publishing hardware or software.
- **Research and educational institutes**
- **Industry associations seeking to cooperate closely with CIP4**

### Limitations:

Organizations or individuals cannot join as Associate members if one of the following applies:

- they create and sell JDF or PPF based software licenses or licenses for development tools for creating software (SDKs)
- they develop JDF or PPF based software on behalf of one or more of their clients, i.e. their customers
- they act as vendors, manufacturers, OEMs, service providers or vendors as described below:

The following organizations are basically not entitled to join CIP4 as Associate members:

- Vendors and manufacturers  
Companies or individuals who intend to generate revenue by developing software or selling services that might reasonably be based on JDF or PPF. Their business model includes the manufacture of printing or publishing related hardware or software. Manufacturing of printed products are not included in this definition.
- OEMs  
OEM partners of vendors or manufacturers who resell a PPF or JDF based product in such a way that it appears as a product of that OEM, are also expected to join as Full or Partner Members.
- Service Providers  
Those who make money with services where a major effect of the service is, or could be, to create, edit or transmit JDF or PPF files (e.g. eCommerce companies).

## 5 Transfer of Rights

Rights and privileges granted to members or membership classes are not transferable to third parties or other entities.

## 6 Representation of Members By Individuals

Members are entitled to various privileges, including attending meetings held from time to time by CIP4, such as General Meetings and technical working groups. Where a member is, in turn, an association, consortium or other grouping of other organizations, this right does not extend to the members of those organizations. In the case of an association the entitlement extends to the staff of the member organization, or, if the association has no staff, to a small number of agreed association representatives.

This rule applies to all membership classes.

The CIP4 Advisory Board retains the right to refuse Associate membership for an association or individual where there are reasonable grounds to believe that it would be used to obtain low-cost membership for an organization that would be barred from Associate membership as described above.

## 7 Membership Fees

### 7.1 Annual Fee Per Membership Class

Depending on the membership class the following membership fees must be paid:

Membership class	Annual Fee
Partner Member	US\$ 15 000.00
Full Member	US\$ 3 300.00
Associate Member	US\$ 175.00

### 7.2 Membership Period

The CIP4 membership period starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following calendar year. For renewing members, the annual membership fee must be paid within 30 days after the begin of the membership period.

For new members the following rules apply:

- (a) If a member joins CIP4 within the first half of the membership period (1<sup>st</sup> of July to 31<sup>st</sup> of Dec.), it pays a membership fee for the number of months remaining until the end of June in the following calendar year (starting from the beginning of the month in which the member joins).
- (b) If a member joins CIP4 within the second half of the membership period (1<sup>st</sup> of Jan. to 30<sup>th</sup> of June), it pays a membership fee for the number of months remaining until the end of June in the *following* calendar year (starting from the beginning of the month in which you join). This will mean a payment of between 13 and 18 months' fees.

In these two cases the monthly fee is calculated by a simple division of the annual fees listed above by 12.

### 7.3 Overdue Membership Fees

Membership fees will be invoiced once a year and have to be paid within 30 days. In case of overdue membership fees CIP4 proceeds as following:

- CIP4 will send up to two subsequent reminders to the primary contact person of the member company which failed to pay in time.
- Access to the CIP4 website will be withdrawn for companies who have not paid until September 30. Members who have not paid until December 31, will be excluded from the CIP4 members list.
- The excluded member can reapply for membership, but the fee to be paid for the first time will be increased by 10%.

## **8 Document History**

The original document was drafted by the CIP4 Membership Officer and approved by the CIP4 Advisory Board on June 25th, 2001.

Amendments to document were drafted by the CIP4 Membership Officer and approved by the CIP4 Advisory Board on June 12, 2003.

Amendments to document pertaining to Associate Membership of private persons and consultants were drafted by the CIP4 Membership Officer and approved by the CIP4 Advisory Board on September 27, 2004.

Full and Associate membership fees (page 4) updated as approved by the CIP4 Advisory Board on June 20, 2011. CIP4 Organization logo (page 1) updated.

Zurich, June 20, 2011

CIP4 Secretariat