



# ETIM *International*

The international classification  
standard for technical products



## Membership handbook

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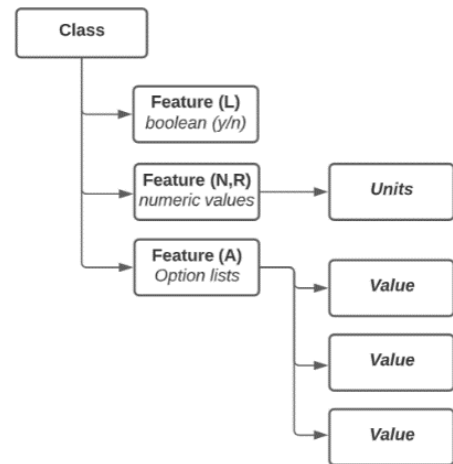
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# 1. Introduction

This document is a guide for organisations that are considering to take the initiative to found or become a local ETIM association or to support ETIM International by becoming a Global Industry Member. ETIM chapters will act as a regional representatives of the ETIM community.

## The ETIM Technical Information Model

ETIM is a classification model for technical products. The ETIM model was started in 1991 as a single product typology according to NTA 8611 (Dutch Technical Agreement), which has later evolved into ISO 16354.



# 2. The governance of ETIM International

## 2.1. Standardisation principles

The governance around ETIM has been set up according to the BOMOS principles (Management and Development Model for Open Standards), initiated by the Dutch Government. There are key activities that need to be fulfilled to properly manage and develop a standard.

(Source: [https://www.tno.nl/media/3072/bomos-2\\_english1.pdf](https://www.tno.nl/media/3072/bomos-2_english1.pdf))

In short, these principles comprise of the following:

- Standards need to be maintained.
- It is a continuous task that needs continuous resources. These need continuous financing.
- A standard should be open to the public.
- There is no such thing as the standard of all standards. Every standard has its own space and function, and level of openness.
- Standardisation is the basis of interoperability, with collaboration as the higher goal.

## 2.2. The ETIM International association

ETIM International association is a federation of local ETIM chapters and Global Industry members.

Each ETIM chapter has:

- One seat and one vote in the General Assembly of ETIM International,
- One seat and one vote in the Overall Technical Committee of ETIM International,
- One seat and one vote in each one of the Sector Technical Committees of ETIM International.

The governance structure is explained in detail in [the statutes of the ETIM International association](#).

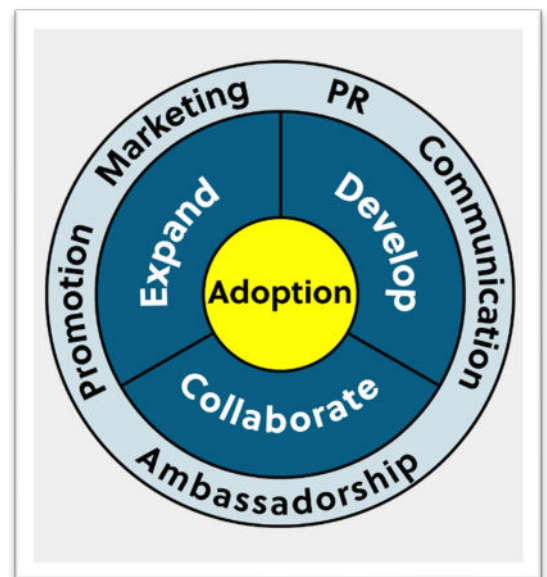
To see our current list of members, please visit our website:

<https://www.etim-international.com/about-us/members/>

## 2.3. The role and duties of ETIM International

Our philosophy is to provide a global standard for technical product classification descriptors. To pursue this goal our association needs to perform the following tasks:

- To develop and maintain the ETIM Technical Information Model.
- To initiate research and projects around possible solutions of any problem in information models of interest to the industry.
- To publish and promote the ETIM Technical Information Model.



## 2.4. Our principles

In carrying out these objectives, ETIM International will base itself on the principles of free enterprise, competition and fair trade throughout the world and the promotion of fair and equal conditions for companies worldwide.



### Neutral and open standard

- Not for profit
- Vendor independent
- Can be used by everyone for free



### Wisdom of the crowd

- Bottom up, maintained by experts
- Democratic processes



### Data Quality is key

- We hate redundancy
- We fight ambiguity
- We love eloquency

## 2.5. The role and duties of local ETIM chapters

### 2.5.1. Duties as local secretariat of the ETIM community

- Providing the primary source of contact for local Members, maintaining Membership records, handling Applications for Membership and Associate Membership.
- Providing the primary source of contact between the local ETIM organisation and the ETIM International organisation. Transferring enquiries from local members to ETIM International.
- Attending all local council meetings, providing secretarial services, including organisation, minute taking and all other associated administrative duties.
- Attending all local General Assembly meetings, providing secretarial services, including organisation, minute taking and all other associated administrative duties.
- Forwarding minutes to Members.
- General administration, provision of correspondence, e-mail and fax communication services.
- Providing annual accounts to auditors, maintaining bank accounts, handling all regular income and expenditure, tax returns etc.; provision of monthly management accounts.
- Handling enquiries from members and others.
- Maintaining and regularly updating the ETIM local website with data from Members and Council.
- General office maintenance, ETIM local asset storage and maintenance of records, databases etc.



### 2.5.2. Duties as local ambassador and promotor of ETIM

- Develop and maintain a general presentation of ETIM International.
- Develop and maintain contact with local manufacturers, manufacturers' associations, wholesalers and wholesalers' associations to maximise publicity of ETIM, its activities and member capability wherever possible.
- Preparation and issue of press releases and other forms of publicity as seen to promote the ETIM classification.
- Maximising the effectiveness of the local ETIM website in attracting membership and disseminating news.
- Using in-house expertise and media contact to promote ETIM International objectives.

### 2.5.3. Development and maintenance of the translation in the local language

- Organize the translation into the local language(s) of the ETIM classification within the foreseen time frame.
- Organize the distribution of the latest version of ETIM to the local members and promote the use of the latest version.
- Avoid the creation of non-uniform versions by fitting to the release plan of ETIM International.
- Actively participate into the meetings and conferences organised by ETIM International concerning the evolution and promotion of the ETIM classification system.

### 2.5.4. Organisation and governance

ETIM experts from national ETIM organisations as well as Global Industry Members will be represented in the Technical Committee. When participating in Technical Committee sessions or its expert groups, each Global Industry Member is expected to voice the unified opinion of all its (national) branches. And although each Technical Committee member has one vote, the Global Industry Members' combined votes will never exceed 49% to secure a majority vote for local ETIM organisations. Any disputes can be escalated by the Technical Committee to the Board of ETIM International.

## 3. ETIM International Memberships

### 3.1. Criteria to qualify to become a local ETIM office

- The organisation should be not for profit.
- The organisation should represent the key stakeholders in the supply chain in one or more ETIM sectors.
- The organisation should be fit to perform all roles and duties as described under 3.5.

### 3.2. Membership types

There are several criteria that influence membership fees. Membership fees are based on the type of membership, the scope of the membership and a size classification and the number of sectors the organisation will be active in.

There are two membership types:

- Light membership : with limited rights
- Full membership : with all rights

| Membership Rights   | Membership Type |           |
|---------------------|-----------------|-----------|
|                     | Light           | Full      |
| Language version    | YES             | YES       |
| Basic support       | YES             | YES       |
| Change requests     | Max. 5          | Unlimited |
| Technical Committee | NO              | YES       |
| General Assembly    | NO              | YES       |
| ETIM INT Board      | NO              | YES       |

Note: Multi country members can only apply for FULL membership

### 3.3. Membership construct

An organisation can choose to have a scope just on one sector or maybe on more than one country.

| Membership construct | Definition   |
|----------------------|--|
| Full country member  | Full Country members are national organisations representing ETIM in all active ETIM Sectors in one specific country |
| Multi country member | A regional membership in case a recognized national ETIM organisation is operating in more than one country.         |



### 3.4. Contribution level

Within the ETIM community we would like to provide the opportunity to let all countries pay a fair share according to the size of the country, the size of the economy, and the size of its industry.

There are three contribution levels: SMALL, MEDIUM, and LARGE.

This contribution level is determined according to a few criteria: the population of the country, the national GDP, the GDP per capita and the national size of the industry. Based on these numbers a ratio is calculated which determines the contribution level of each country.

### 3.5. ETIM International Country Membership fees

The membership fees are subject to decisions made by the General Assembly and are based on the annual (non-profit) budget requirements.

For start-up countries a rebate of 50% will be given in their first year. This is to allow them to grow their member-base and to secure sufficient financing during the start-up period.

For actual rates please contact ETIM International on [info@etim-international.com](mailto:info@etim-international.com)

## 4. Procedure to become an ETIM international country member



First, initial discussions between the candidate and a delegation of the board and executive management of ETIM International will take place. In these initial discussions the application for a membership will be evaluated against our philosophy and membership criteria. If no showstoppers are identified an official application can be made by sending in a filled and signed application form.

Then at the next meeting of the ETIM board the application will be evaluated, and the board members will vote on the approval and admission.

Finally, an official agreement will be drawn up, in which the rights and duties as well as the annual financial contribution of the new member will be clearly stated.

After signage an onboarding process will take place where the new member organisation will be trained and introduced to all our documentation, tooling, regular meeting structures.



#### 4.1. Recommended organisational structure for an ETIM country member

It is recommended to have an executive staff to oversee day-to-day operations, a facilitator to work with members on model development and achieving consensus. And an executive board of directors to oversee the high-level organization.

To further stimulate engagement and consensus, the executive staff should organize its work on the ETIM model by forming classification committees and working groups, each responsible for completing one specific task or function.

However, there are no strict guidelines. This all depending on the situation in a country; How its industry is organized? What is the influence of the government? What is the business culture like?

#### 4.2. When multiple stakeholder organisations want to take part in a country

Standardisation is all about collaboration. When more than one stakeholder organisation is showing interest in taking part in the national activities around ETIM, collaboration between these stakeholder organisations is to be expected. Per country, ETIM International will only allow one representative with one vote at the General Assembly and Technical committee meetings. The cost and workload that comes with a country membership may be shared amongst the participating stakeholder organisations.

The ideal situation is when all stakeholder organisations participate in a separate non-profit organisation that acts as the national ETIM chapter. From within this organisation representatives will be chosen for the General Assembly and Technical Committee meetings.

In a situation where a second or third stakeholder organisation is showing interest in organizing ETIM operational activities in a country, it can also enter into an agreement where one of the organisations acts as lead. By means of a collaboration agreement the combining organisations can appoint representatives to take part in the ETIM International meetings.

#### 4.3. Summary

Management of an ETIM Country organization is up to the individual countries, however, adherence to the ETIM Statutes and Guidelines, be a non-profit (non-commercial) organization, and maintain the philosophy of an open standard, are required. It is highly recommended that a new organization take example from other ETIM organizations, especially those who have been functioning for a long time.

To facilitate this, ETIM International has created a Membership Directory, listing out all the contacts within each country organization. It can be downloaded from here: [https://www.etim-international.com/downloads/?sft\\_downloadcategory=general-and-organization](https://www.etim-international.com/downloads/?sft_downloadcategory=general-and-organization)

In addition, once part of the ETIM Community, several individuals, from long-standing organizations, have volunteered to offer their help and guidance, like a buddy system to support each other. They may be able to answer questions like, “How do we get started?”, “What member pricing model should I use?”, “What value-adds should I consider offering?”, “Should I involve local trade associations?”, etc. And, maybe a few “what not to do’s.” For volunteers, it’s also a learning experience, as they may hear about the challenges other countries experience, that they might not have experienced themselves.