Material 4

**Open Data Promotion Consortium**

**Contemplated Operation of the Utilization and Promotion Committee**

**1. Attendees at the Utilization and Promotion Committee:**

- Persons to attend meetings of the Data Governance Committee (hereinafter called “the Committee”) shall be the following, in accordance with Article 14 of the Statute of the Open Data Promotion Consortium.

(1) Chairman, Vice-Chairman, and Committee members

(2) Observers

(3) Associate members

(4) Other persons approved by the Chairman (e.g. members of other Committees and guest speakers)

**2. Opening of minutes of the Committee meetings to the public:**

- The Committee meetings will not be attended by the public due to the space problem of the venue or the like, but the contents will be made public as much as possible through the means of the Internet broadcasting, etc.

- Summary of minutes of the Committee meetings will be prepared and made public on the website of the Open Data Promotion Consortium (hereinafter called “the Consortium”), as promptly as possible after each Committee meeting.

**3. Opening of handouts (materials distributed at the Committee meetings) to the public:**

- All materials distributed at the Committee meetings will be made public on the website of the Consortium promptly after each Committee meeting.

- However, if and when the Chairman recognizes that the opening of certain materials to the public will cause certain problems, part of or the entire portion of such materials may be kept unpublished.