

Plug and Charge Europe Governance Guidelines of Charging Interface Initiative e.V.

CharIN PnC Europe Governance Guidelines

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**Charging Interface
Initiative (CharIN) e.V.**
c/o innos GmbH
Kurfürstendamm 11
10719 Berlin Germany

Contact
André Kaufung
Phone +49 30 288 8388-0
Fax +49 30 288 8388-19
Mail coordination@charin.global
Web www.charin.global

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List of abbreviations

CA	Certificate Authority
CCP	Contract Certificate Pool
CCS	Combined Charging System
CM	Certificate Manager
CP	Certificate Policy
CPO	Charge Point Operator
CPS	Certificate Practice Statement (in PKI context)
CPS	Certificate Provisioning Service (in VDE Application Rule context)
CRL	Certificate Revocation List
CSO	Charging Station Operator
eMSP	e-Mobility Service Provider
EV	Electric Vehicle
MO	Mobility Operator
OCSP	Online Certificate Status Protocol
OEM	Original Equipment Manufacturer (in EV context)
OTA	Over-the-Air (in telematics context)
PCP	Provisioning Certificate Pool
PKI	Public Key Infrastructure
RCP	Root Certificate Pool

List of related documents

- VDE-AR-E 2802-100-1 Anwendungsregel:2019-12
Handling of certificates for electric vehicles, charging infrastructure and backend systems within the framework of ISO 15118
- DIN EN ISO 15118-2:2014:
Road vehicles - Vehicle-to-Grid Communication Interface - Part 2: Network and application protocol requirements (ISO 15118-2:2014)
- CharIN implementation guide to Plug and Charge in the context of ISO 15118
- CharIN e.V. Plug and Charge Europe Governance Guidelines
- CharIN e.V. Plug and Charge Europe Certificate Policy
- CharIN e.V. Plug and Charge Europe Certificate Practice Statement
- CharIN e.V. Plug and Charge Europe Interoperability Guideline



1. Introduction

The Combined Charging System (CCS) is currently the world's only international standardized charging system covering standard and fast charging scenarios by one integrated system approach. The maturity of CCS has been confirmed by its interoperability and availability all over Europe, North America, and other nations globally. For the empowerment of CCS, the Charging Interface Initiative association (CharIN e.V.) was founded in May 2015 in Berlin. CharIN currently consists of more than 200 members (numbers still growing), covering all value chain areas. To give the best support and input to all regions of the world, CharIN has set up six international offices (India, Asia, Korea, Japan, China, and North America) in addition to the headquarter in Berlin, Germany. Furthermore, by organizing several regional and international events with up to 500 participants, CharIN enables its members to network and exchange the latest developments on CCS and create new cooperation.

Concentrating on international and industry sector comprehensive expertise, interests, and ideas, CharIN aims at also defining future levels of charging. The structure and the work content of its focus groups allow the continuous integration of future-oriented topics according to upcoming requirements to reach the next level of requirements definition for interoperable and global standards.

To enhance the customer charging experience for seamless charging, the feature Plug and Charge offers additional value. ISO, the International Organization for Standardization, has defined the necessary interfaces in ISO standard 15118.

For enabling the functionalities of the ISO 15118, CharIN operates a V2G Root for all stakeholders in the European Market.

The CharIN PnC Europe Governance Body, consisting of voting Directors and non-voting liaisons (collectively the Governance Body or Body members), develops governance policies and practices to help it fulfill its responsibilities to CharIN, subscribers, and relying parties.

The CharIN PnC Europe Governance Guidelines provide a structure within which the CharIN PnC Europe Governance Body and the organization can effectively pursue CharIN's Mission. The CharIN PnC Europe Governance Body intends that the CharIN PnC Europe Governance Guidelines serve as a flexible framework within the CharIN PnC Europe Governance Body may conduct its business, not as a set of binding legal obligations. The CharIN PnC Europe Governance Guidelines should be interpreted in the

context of all applicable laws, policies, and processes. They are subject to future refinement or changes as the CharIN PnC Europe Governance Body may find necessary or advisable.

From here on, the CharIN PnC Europe Governance Body will be referred to simply as the Governance Body or Body and the CharIN PnC Europe Governance Guidelines as the Governance Guidelines or Guidelines for ease of reading.

2. Role of the Governance Body

The Mission of the Governance Body is to ensure the stable and secure operation of the CharIN European V2G Root. The responsibility of Directors is to exercise their judgment to act in the best interest of the CharIN V2G Root and for the benefit of the electromobility community as a whole.

The Governance Body oversees the performance of the V2G Root operation to ensure efficiency and effectiveness in a fiscally responsible and accountable manner and responsive to the needs of the European Electromobility community. The Governance Body will also be responsible for overseeing the development of CharIN V2G Root's operating plan and strategic plan.

In performing its Mission, the Governance Body must operate for the benefit of the electromobility community as a whole, carrying out its activities in conformity with relevant principles of international standards and laws through open and transparent processes that enable competition and open entry in electromobility-related markets. Specifically, the Governance Body commits to the following - the "**Commitments**":

- Preserve and improve the administration of the European V2G Root CA and their operational stability, reliability, security, interoperability, resilience, and openness.
- Manage the capacity and ability to coordinate the V2G Root CA and work for the maintenance of a single and interoperable V2G Root.
- Use open, transparent, and bottom-up multistakeholder policy development processes led by the private sector (including business stakeholders, civil society, the technical community, academia, and end-users) while duly considering the public policy advice of governments and public authorities.

- Make decisions by applying documented policies consistently, neutrally, objectively, and fairly, without singling out any particular party for discriminatory treatment.

Additionally, the following core values should guide the Governance Body's decisions and actions - the “**Core Values**”:

- To the extent feasible and appropriate coordination functions to or recognizing the policy role of other responsible entities that reflect the interests of affected parties and the roles of bodies internal to Governance Body and relevant external expert bodies
- Seeking and supporting broad, informed participation reflecting the functional diversity of the Electromobility at all levels of policy development and decision-making to ensure that the bottom-up, multistakeholder policy development process is used to determine the European public interest and that those processes are accountable and transparent
- Where feasible and appropriate, depending on market mechanisms to promote and sustain a competitive environment in the electromobility market
- Introducing and promoting competition in the electromobility where practicable and beneficial to the public interest as identified through the bottom-up, multistakeholder policy development process
- Operating with efficiency and excellence, in a fiscally responsible and accountable manner and, where practicable and not inconsistent with CharIN's other obligations, at a speed that is responsive to the needs of the European electromobility community
- While remaining rooted in the private sector (including business stakeholders, the technical community, academia, and end-users), recognizing that governments and public authorities are responsible for public policy and appropriately taking into account the public policy advice of governments and public authorities
- Aiming to achieve a reasonable balance between the interests of different stakeholders while also avoiding capture

These Commitments and Core Values are intended to apply in the broadest possible range of conditions. The Commitments reflect the Governance Body's agreement with the Electromobility community and are

designed to apply consistently and comprehensively to Body's activities. The Core Values are used, individually and collectively, in any given situation may depend on many factors that cannot be fully anticipated or enumerated.

Problems may arise in which perfect accuracy to all Core Values simultaneously is not possible. Accordingly, in any situation where one Core Value must be balanced with another, the result of the balancing must serve a policy developed through the bottom-up multistakeholder process or otherwise best serve CharIN's Mission.

In overseeing the development of CharIN's V2G Root strategy, the Governance Body ensures that strategic work and business plans do not give rise to risks that have not been assessed.

Directors are individuals who have the duty to act in what they reasonably believe are the best interests of the European V2G Root and are not representatives of the entity that selected them, their employers, or any other organizations or constituencies.

3. Governance Body Composition and Selection

1. **Governance Body Size.** The Governance Body has a maximum of 16 voting members (Directors) and additional non-voting liaisons (Liaisons) (collectively Directors and Liaisons referred to as Body members).
2. **Governance Body Voting.** Only Directors shall be included in determining the existence of majorities and establishing the validity of votes taken by the Governance Body. Following criteria need to be met for a Governance Body voting:
 - i. At least 60% of the total number of Body members must submit a vote
 - ii. Decisions require a two-thirds (2/3) majority to be passed
 - iii. A majority is reached when two-thirds (2/3) of the votes submitted have voted in favor (i.e., "for")

iv. Abstentions are not taken into account; non-submissions of Body members are considered as abstentions

- 3. Selection of Governance Body Members.** The application for admission as a Director or Liaison can be made informally upon notification of the Governance Body Chair or Vice-Chair. The Chair or Vice-Chair will address the request of new applicants in the upcoming Governance Body meeting. If the maximum number of Directors is reached, new applicants can only join by replacing former Directors. To be admitted as Director or Liaison, a majority vote is required.

To ensure fairness and equality throughout all industries, following criteria must be met for the selection of Directors and Liaisons.

Criteria for initial Directors:

- i. Compliance with existing CharIN policies (see no. 32)
- ii. All full members of the CharIN PnC Europe Project are initial Governance Body members until the end of 2024; afterwards, the same criteria as for new Directors will be applicable if the Governance Body membership is to be continued

Criteria for new Directors:

- iii. Compliance with existing CharIN policies (see no. 32)
- iv. Participation in the CharIN PKI with exception of vendors which cannot directly trust the CharIN V2G Root
- v. Reasonable diversity of industries: It is in the responsibility of the Governance Body to ensure diverse and equal representation of all relevant industries.

Liaisons:

- vi. Compliance with existing CharIN policies (see no. 32)
- vii. Reasonable diversity of industries

4. **Governance Body Membership Criteria.** The Governance Body seeks to ensure that the Governance Body is composed of members who, on the whole, display diversity in stakeholders, experience, and perspective. The Governance Body is to be composed of individuals that meet the following requirements:

- i. Proficient persons of integrity, and objectivity, with reputations for fair judgment and open minds, and a demonstrated capacity for thoughtful group decision-making
- ii. Persons with an understanding of CharIN's Mission and the potential impact of Governance Body's decisions on the European electromobility community
- iii. Persons who, in the aggregate, have personal familiarity with the operation of the Certificate Authority; with the V2G Root; with technical standards and protocols; with policy-development procedures, and the public interest; and with the broad range of business, individual, academic, and non-commercial users of the electromobility
- iv. Persons, who can work and communicate in written and spoken English

No official of a national government or a multinational entity established by national governments may serve as Director, and no person will simultaneously serve as Director and Liaison.

5. **Removal.** Any Director designated by the Governance Body may be removed by majority vote.

The Governance Body may remove any Director, who has been declared of unsound mind, by a final order of a court, convicted of a felony, or found by a final order of any court.

The Liaisons, appointed by the Governance Body, may be removed, following notice to Liaison and to the organization by which Liaison was selected, by majority vote if the selecting organization fails to remove that Liaison following such notice promptly. In addition, the Governance Body may request to consider the replacement of the Liaison appointed by that Body if the Directors, by majority vote, determines that such an action is appropriate.

6. **Term Limits.** The Governance Body has determined that it is in the best interest of the Governance Body and its stakeholders to strike a balance between Body continuity and Body evolution. Body members who serve on the Governance Body for an extended period can provide valuable insight into the operations and future of the CharIN European V2G Root based on their experience with and understanding of CharIN's Mission, history, policies, and objectives. However, term limits ensure that the Governance Body will continue to evolve with the infusion of fresh ideas and new perspectives. At present, company representatives are not allowed to serve more than three consecutive, three-year terms as Body members on the Governance Body. A person selected to fill a vacancy in a period shall not be deemed to have served that term.

7. **Chair, Vice-Chair.** The Governance Body selects the Governance Body Chair and Vice-Chair, who determine to be in the best interests of the CharIN European V2G Root. The Governance Body shall elect a Chair and a Vice-Chair from among the Directors annually.

The Chair and Vice-Chair take over the operative execution of organizational topics around the CharIN Governance Body:

- i. Organization of Governance Body meetings (preparation, moderation, documentation)
- ii. Mediation between Governance Body members
- iii. Mediation between Governance Body and CharIN Board and Steering Committee
- iv. Reporting to CharIN Board and Steering Committee

8. **Management Authority.** The Governance Body selects the Management Authority, who determines to be in the best interests of the CharIN European V2G Root. The Governance Body shall elect a Management Authority from among the Directors annually if at least one Governance Body Member offers to assume the role. Otherwise, third party support must be brought in.

The Management Authority takes over the operative execution of the CharIN PKI activities:

- i. Creation and change of documents (e.g., CharIN PnC Europe Terms and Conditions)

- ii. Management and monitoring of PKI supplier activities (e.g., registration of new CharIN PKI participants, contracting of PKI supplier)
 - iii. Mediation between Governance Body and PKI supplier
 - iv. Reporting of PKI status and activities to Governance Body
9. **Post-Service Limitation.** Following a Body member's service on the Governance Body, such Body member will not disclose or otherwise use any confidential information of the Governance Body or confidential information of any third party obtained through the Governance Body member's service. In addition, a former Body member should not benefit, directly or indirectly, from the knowledge gained or decisions taken while a Body member after ceasing to be on the Governance Body.

4. Governance Body Meetings

10. **Governance Body Meetings – Frequency.** The Governance Body will generally hold regularly scheduled meetings throughout the year and additional special meetings as necessary, subject to a minimum of four Body meetings per year. In addition, the Governance Body generally has informal discussions from time to time to review and discuss the Governance Body's European V2G Root operations and policy matters. Each Body member is expected to attend both scheduled and special meetings, except if unusual circumstances make attendance impractical.
11. **Governance Body Meetings – Agenda.** At least seven days in advance of each Body meeting (or if not practicable, as far in advance as is possible), a notice of such a meeting and, to the extent known, an agenda for the meeting will be emailed to the Governance Body members. Body meeting agendas will be set by the Governance Body's Chair or Vice-Chair, after consulting and considering the proposals of other Body members.
12. **Advance Distribution of Materials.** All information relevant to the Governance Body's understanding of matters to be discussed at an upcoming Body meeting should be distributed in writing or electronically to all members in advance, whenever feasible and appropriate. Each Body member is expected to review this information in advance of the meeting to facilitate the

efficient use of meeting time. Each Body member is expected to be prepared for Body meetings and provide appropriate and constructive input on matters outlined in the agenda. The Governance Body recognizes that certain items to be discussed at Body meetings are extremely sensitive. The distribution of materials on these matters before Body meetings may not be appropriate.

13. **Governance Body Meetings – Attendance.** Body members must attend all scheduled meetings of the Governance Body, including meetings called on an ad-hoc basis for particular matters, unless a prior apology has been submitted to the Chair or Vice-Chair. Meetings require a minimum attendance of four Directors. The Governance Body is encouraged to invite Liaisons to any Body meeting. Their presence and expertise shall help the Governance Body fully understand matters being considered; however, invited Liaisons do not count toward the required quorum and are not permitted to vote.
14. **Implementation of Decisions.** Body decisions to be implemented by the CharIN European V2G Root shall be communicated clearly and understandably and, when determined appropriate by the Governance Body, with implementation timelines. The Governance Body will monitor and oversee the implementation of such decisions.
15. **Governance Body Meetings – Minutes.** The minutes of each Body meeting shall be prepared following the meeting for approval by the Governance Body at its next Body meeting.
16. **Access to Independent Advisors.** The Governance Body has the right at any time to retain independent outside auditors and financial, legal, or other advisors. Individual Directors may not include external advisors without prior Body approval, as applicable. The Governance Body will provide appropriate funding, as determined by the Governance Body, to compensate those independent outside auditors or advisors and cover the ordinary administrative expenses incurred by the Governance Body in carrying out their duties.

5. Accountability and Review

17. **Annual Report.** The Governance Body shall publish, at least annually, a report describing its activities, including an audited financial statement and a description of any payments made by the Governance Body to Body members (including reimbursements of expenses). This report will be prepared and sent to each member of the Governance Body and other persons as the Governance Body may designate, no later than one hundred twenty (120) days after the close of the fiscal year. The Governance Body will oversee and ensure the integrity of this annual audited financial statement report. In addition, the Governance Body will ensure that it has an effective audit committee made up of independent Directors.
18. **Report to CharIN Steering Committee.** As the highest governance instance within the association the CharIN Steering Committee needs to be informed via regular reporting about the CharIN PKI activities. Furthermore, significant decisions (e.g., contractual, financial) made by the CharIN PKI Governance Body need to be confirmed or approved by the CharIN Steering Committee.
19. **Ombudsman.** The Governance Body can establish an Ombudsman and include such support from the organization as the Governance Body deems appropriate and feasible. The principal function of the Ombudsman is to provide an independent internal evaluation of complaints by members of the CharIN PnC community who believe that the Governance Body or CharIN has mistreated them. The Ombudsman shall serve as an objective advocate for fairness and shall seek to evaluate and, where possible, resolve complaints about unfair or inappropriate treatment by the Governance Body.
20. **Requests for Reconsideration.** Any person or entity materially affected by any Body action or inaction or believes the action contradicts the Governance Body's Mission, Commitments, Core Values, and policies may request review or reconsideration.

6. Body Compensation

21. **Governance Body Compensation.** The Governance Body members do not receive compensation for their duties.

7. Body Education

22. **Governance Body Member Orientation and Continuing Education.** The Governance Body is responsible for Body member orientation and for Body member continuing education programs to assist Body members in maintaining skills necessary or appropriate for the performance of their responsibilities. A formal induction and orientation program is designed to familiarize new Body members with Governance Body businesses, strategies, and policies (including these Guidelines) and assist new Body members in developing the skills and knowledge required for their service.

8. Body Policies

23. **Compliance with Existing Policies.** Each Body member must comply with the CharIN PnC Europe Governance Guidelines, Terms and Conditions, Certificate Policy, Certification Practice Statement and further policy documents defined and adopted by the Governance Body. Find the list of relevant documents on the CharIN website.

A Body member who knowingly violates these Guidelines may be subject to a system of graduated sanctions, commencing with a formally recorded warning, leading to a written reprimand, and as a result of offenses leading to removal from the Governance Body. Nothing in these Guidelines will limit the ability of the Governance Body to remove a Body member and to the extent permitted by applicable law. The judgement as to whether a violation of the Guidelines has occurred shall be decided by majority vote.

9. Review

24. **Review of Governance Guidelines.** The policies and practices memorialized in these Guidelines have developed over a period of years. The Governance Body expects to review these Guidelines periodically, as appropriate. Such a review should generally include an assessment of

the Governance Body's compliance with these Guidelines, as well as identification of areas in which the Governance Body could improve its performance.

10. Reference

This document was created by the “Plug and Charge Europe” project team of the CharIN association.

The project committed to set up a Public Key Infrastructure (PKI), a technology needed to enable secure authentication and authorization via Plug and Charge in accordance with ISO 15118, with CharIN as operator and provider of required services. CharIN, as neutral and international authority, shall ensure fairness as well as openness and guarantees a level playing field for operating the PKI across all stakeholders.