

Designated Representative

Required Information

- Name
- Title
- Company
- E-Mail
- Address 1
- Address 2
- City
- State
- Postal Code
- Country
- Phone
- Fax

Privileges

Voting at the election

Every year there is an election for half of the representatives on the Board of Directors of the OPC Foundation. As the main contact, the designated representative has the privilege of representing the company during this process. This process includes

- Nomination of candidates
- Vote for the desired candidates
- Learn about the voting results during the General Assembly Meeting

The details of the process can be found in the Bylaws of the OPC Foundation available on the OPC Foundation website: [Imprint - OPC Foundation](#)

Assign additional roles

There are other roles receiving designated privileges in communication and work with the OPC Foundation. The designated representative receives and keeps all those privileges but can additionally name other individuals who receive such privileges. One example is the marketing representative who can change marketing related information on the OPC Foundation website and order sponsorship options at the OPC Foundation.

OPC Foundation Website

The OPC Foundation Website is the first place for interested parties to identify companies' involvement in the OPC Foundation and its technologies like OPC UA. Keeping the public information up to date therefore is an important task.

Here is a list of information available on the OPC Foundation Website to the designated representatives:

- **Manage Company Information**
A description of the company and its involvement with the OPC Foundation can be maintained in several languages. At a minimum a description in English language should be provided.
- **Manage Products**
The OPC Foundation Website maintains an OPC Marketplace (<https://opcfoundation.org/products>) which allows members to highlight their OPC enabled products to interested visitors. With end users using this OPC Marketplace when searching for products supporting their desired features, it becomes more important to have OPC enabled products listed and kept up to date in this OPC Marketplace. A guide for its usage can be found in the OPC Forum at opcfoundation.org/forum/opc-marketplace/opc-marketplace-guideline/

Marketing Representative

The designated representative can delegate the marketing representative privileges to another person but will also continue to have the privileges. More information about the Marketing Representative can be found later in this document.

Responsibilities

Main company contact

For any legal or organizational communications, the designated representative is the responsible contact for the OPC Foundation officials. If anything comes to the attention of the OPC Foundation, like unallowed usage of OPC Foundation trademarks, a notification will be sent to the designated representative who is expected to handle the issue internally and maintain the communication with OPC Foundation officials until the issue is resolved.

IP/Patent Review

In case of IP or Patent problems with specifications or tools being released by the OPC Foundation, the designated representative is responsible for informing the OPC Foundation about their concerns/claims.

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In addition, the OPC Foundation Website is also being used to distribute specifications and information about their publications etc. Managing the roles and privileges of the companies' users on the OPC Foundation is another important task.

Here is a list of information available on the OPC Foundation Website to the designated representatives:

- **View current company domains**
The access to the specifications and other OPC Foundation material is managed automatically by the E-Mail domains of the registered users. If a user uses a registered

company domain, the user will automatically receive the privileges of the company class and is allowed to download Release Candidates or tools accordingly.

- Request addition of company domains
When companies utilize different domains for their employees, the OPC Foundation Website allows to register new domains to automatically assign the membership class privileges to current and future registered persons with this domain.
- Manage Company Locations
The main address is used as postal address if the OPC Foundation needs to send mails in paper and to indicate which country/region the company is coming from. This can also be a list of locations to indicate where interested parties can get into contact with the company if needed in their region.
- Manage Company Users
This provides a list of all user accounts of registered people with the approved domains. This allows the designated representative to clean up user accounts of former employees and others if needed.
- Export Company Data
Export the current set of company data stored on the OPC Foundation Website.

Membership dues

For membership classes which involve annual dues for the membership, the designated representative is the contact person for the accounting of the OPC Foundation. He will receive the invoice for the membership dues and needs to forward the invoice to the necessary people or work together with the OPC Foundation to create POs and send the invoices to designated invoicing mail addresses.

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Call for Sponsors

The marketing representative will receive every year the call for sponsors which describes all the sponsoring opportunities with regards to activities of the OPC Foundation. The list of sponsoring opportunities is also kept up to date on the OPC Foundation and is available in the events overview:

[Events - OPC Foundation](#)