

OpenID Foundation Notes & Recordings Policy

September 11, 2025

1. Introduction:

The OpenID Foundation (“**OIDF**”) is an international, non-profit, standards development organization. It is focused on creating, developing, adopting, and promoting the implementation of voluntary international open identity standards. The OIDF’s mission is to lead the global community in creating identity standards that are secure, interoperable, and privacy-preserving.

The OIDF’s work and deliverables benefit the OpenID community and the community at large. OIDF hosts numerous groups, activities, and events, including Working Groups (**WG**) for the development of OpenID specifications, and Community Groups (**CG**) that are focused on a specific proof of concept, industry-wide problems, or technological advancement, as well as a variety of other in-person and online meetings, conferences, workshops, presentations, interop events, discussion groups, communication channels, and other interactions and activities related to its work (generally “**OIDF-Sponsored Activities**”).

2. Purpose:

This OIDF policy addresses the guidelines and procedures for recording and maintaining accurate meeting notes of OIDF-Sponsored Activities, and the utilization of AI bots or any automated transcription services for this purpose, as well as audio/video recordings of OIDF-Sponsored Activities. The goal is to provide clarity and transparency for all stakeholders.

3. Applicability:

This policy applies to (1) all OIDF-Sponsored Activities, (2) OIDF directors, staff, WG and CG Co-chairs, and all other persons acting as organizers, convenors, hosts, and chairs of an OIDF-Sponsored Activity (“**Meeting Organizers**”), and (3) all individuals and entities (whether or not a member of OIDF) when they are attending or otherwise participating in any OIDF-Sponsored Activity (“**Attendees**”).

This Policy does not cover all situations that may occur in every OIDF-Sponsored Activity but establishes a baseline Policy that the Meeting Organizers can reference and apply as needed in the conduct of OIDF-Sponsored Activities.

4. Types of Records:

- Meeting Notes: official minutes, written summaries, detailed notes, or transcripts documenting an OI DF-Sponsored Activity.
- Audio/Video Recordings: digital recordings of any OI DF-Sponsored Activity (e.g., Zoom, Microsoft Teams, telephone, in-person meetings, etc.).

5. Meeting Notes Guidelines & Procedures

Note-Taking Responsibilities.

- Executive Committee (EC) and Board meeting minutes are the responsibility of the OI DF Secretary.
- WG and CG minutes are the responsibility of the co-chairs or a note taker the co-chairs confirm.
- For other OI DF-Sponsored Activities, the Meeting Organizer shall designate someone to take notes and prepare the official Meeting Notes for such activity.

Other attendees may take personal or informal notes but such notes are not considered official and may not be cited as formal records of proceedings.

- Key Elements of Meeting Notes
 - Meeting Attendees
 - Date and time of meeting
 - Agenda
 - Summary of the topics discussed
 - Decisions made, action items, and their respective deadlines, if applicable.
 - When possible, in the case of WG meetings, such Meeting Notes shall include consistent labeling and linking of action items to repository issues and pull requests numbers and their associated website links
 - Any unresolved issues or follow-up topics.
 - Any open business (AOB) not covered in the agenda
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- Meeting Notes Accessibility
 - All EC and Board meeting minutes are published to the “Board” public list. (<https://lists.openid.net/pipermail/openid-board/>).
 - All WG and CG meeting minutes are published at the respective public mail lists available on the OI DF website.
 - Meeting Notes of other OI DF-Sponsored Activities shall be published on the OI DF website at the discretion of OI DF.

- Utilizing AI Bots or Automated Transcription Services for Notes:
 - The use of AI bots or any automated transcription services by any Meeting Organizer or Attendee, whether for note taking or any other purposes, for any OIDF-Sponsored Activities, is prohibited.
 - Anyone leading an official OIDF-Sponsored Activity must request any bots leave the meeting and if they do not, are allowed to kick bots off any meeting platforms (e.g., Zoom, Microsoft Teams, etc.).
 - Prohibiting Attendees from using AI bots or any automated transcription services for their own personal meeting notes is intended to:
 - Avoid conflicts between notes taken by different AI bots or any automated transcription services and the official Meeting Notes:
 - Ensure a single, clear record of the meeting in accordance with OIDF processes, the development of consensus decisions within the WG or CG or other official OIDF-Sponsored Activities, and ensuring the Notes & Recordings Policy is followed appropriately

Meeting minutes are already available to the public for reference in the event an Attendee cannot make an OIDF-Sponsored Activity.

6. Audio/Video Recordings Guidelines & Procedures

- Only Meeting Organizers may decide to make an audio and/or video recording of an OIDF-Sponsored Activity. Attendees are not allowed to use any technical means to make any audio and/or video recordings of any OIDF-Sponsored Activity.
- Meeting Organizer Responsibilities
 - Notify Attendees in advance of the meeting recording via the OIDF Note Well
- Type of Recordings and Publishing
 - EC and Board meetings may be recorded, but only to confirm Meeting Notes if needed
 - These recordings are only available to the OIDF Secretary and staff as needed
 - These recordings are not published
 - The recordings are deleted after 90 days
 - WG and CG meetings may be recorded but only to confirm notes if needed
 - These recordings are only available to the OIDF Secretary and staff as needed
 - These recordings are not published, and will be deleted after 90 days
 - Other OIDF-Sponsored Activities including but not limited to workshops, interops, and conferences:
 - OIDF often records these events and publishes to public platforms such as the OIDF website, YouTube channel and social channels

These recordings will be retained on the OIDF website or other platforms, however over time they may be removed or archived if they are considered to be outdated or otherwise no longer of value to the community.

Any questions regarding this Notes & Recordings Policy can be directed to help@oidf.org