

# **ANNEX III: PROCEDURE OF DOCUMENTS CONTROL AND DISTRIBUTION AND CONFIDENTIALITY AGREEMENT**

# MTC Technical Specifications, Interoperable Ticketing

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## Procedure of Control and Distribution of Confidential Documents related to the Common Technological Framework (MTC, in its Catalan acronym) of the T-Mobilitat

Reference **07A-24-20180122 MTC Documents Control and Distribution**  
Version **1.0**  
Issue Date **22/01/2018**  
Status **Active**  
Confidentiality **Confidential**  
Edition Responsible **ATM of Barcelona**

## Version control

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Date	Version	Changes
22/01/2018	1.0	First version of the Procedure.

## Subject of the document

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Establishing the basis to guarantee the confidentiality of the Technical Specifications of the Common Technological Framework (MTC, by its Catalan acronym), and ensuring the control of distribution and versioning of those specifications.

## Procedure of documents distribution

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With the aim of preserving confidentiality of the Technical Specifications of the Common Technological Framework, and of guaranteeing distribution, control of contents and use of latest version, the documents will only be delivered to the Company or responsible person of the development of the common element the documents deal with.

The procedure for delivering the Specifications will be as follows:

1. Sending an e-mail to the co-directors of the MTC workgroup:
  - [afonseca@tmb.cat](mailto:afonseca@tmb.cat)
  - [acoca@fgc.cat](mailto:acoca@fgc.cat)
  - [cfabregas@atm.cat](mailto:cfabregas@atm.cat)
  - [jcadenas@atm.cat](mailto:jcadenas@atm.cat)

Indicating:

- Company
  - Responsible person of the documents
  - E-mail address
  - Element to be developed in the project
2. Signature of the confidentiality agreement (mandatory).
  3. Sending an e-mail with the required documents attached.
  4. Receipt acknowledgment (mandatory).

**NB:** Each new version of the update will follow the last two steps.

Co-direction of the Common Technological Framework of the T-mobilitat System.

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