



# **IMS Technical Board Policies and Procedures**

**Version 3.0c**  
**Draft for Comment**

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## Purpose of this Document

This document describes the policies and procedures by which the IMS Technical Advisory Board conducts the chartering, development, and release of technical documents. It is intended to orient the participants in these activities to the general organization of the Technical Board and to the work processes of its various working committees. It serves as the reference document for answering questions about Technical Board procedure, and all IMS Contributing Members and all other parties participating in any technical meeting are subject to the policies and procedures in this document.

This document will be revised from time to time in response to the needs of the Technical Board and the Consortium as a whole. Support is provided on the IMS website for on-going comment and discussion of this document at <http://members.imsglobal.org/forum/ims/dispatch.cgi/TechnicalBoard>.

Technical documents typically consist of material created collaboratively by members of the Consortium. However, they may include material contributed to IMS, either by Contributing Members or by third parties. The copyright for all documents produced by working committees of the Technical Board belongs to the Consortium, so that specifications and related documents can be openly accessible and available to the public without restrictions that would inhibit their adoption and use.

The Consortium employs an Intellectual Property Rights policy to ensure that its products remain open and to minimize the possibility that using an IMS document or implementing an IMS specification will result in inadvertent infringement of the intellectual property of members of IMS or third parties. This document incorporates procedures which implement the IPR policy and govern the contribution of intellectual property. The Policy document, which is available at <http://members.imsglobal.org/forum/ims/dispatch.cgi/f.intellectua>, takes precedence over this document.

Section 1 provides general context for the Technical Board's activities.

Section 2 describes the overall structure of the TAB and its working committees.

Section 3 discusses the mechanisms that the TAB uses to conduct its activities.

Section 4 provides details of the TAB's processes for chartering, development, and maintenance activities.

Section 5 describes how the TAB manages intellectual property rights.

Section 6 provides general guidelines and advice for conducting activities.

Appendices provide sample Charters, Use Cases, meeting agendas, minutes, and lists of references and defined terms from the IPR Policy document.

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# 1. General Background

IMS is a member-financed, non-profit corporation with a Board of Directors, various standing and ad hoc committees of member volunteers, and a paid support staff. In organizational terms, the Technical Advisory Board is a standing committee of the Board in which representatives of all Contributing Members may participate. Each member organization exercises one vote in formal decisions by the Technical Board.

The Technical Board oversees specification development and related technical activities. The responsibilities of the Technical Advisory Board fall into three general categories:

- 1) Chartering - Identifying and prioritizing requirements for proposed technical work
- 2) Development – Creating or revising specifications, including technical review and approval for public release of specification documents and related materials.
- 3) Maintenance – tracking problem reports and suggestions for revision that are reported to IMS by adopters and users of specifications.

Five general principles underlie the policies and procedures that have evolved from several years of experience by the members of IMS and the IMS staff.

- 1) Adequate technical quality: functional adequacy.
- 2) Real world utility: practical need and impact in use.
- 3) Efficiency and predictability: efficient use of participants' time and predictable delivery of results.
- 4) Open accessibility: systematically open participation in activities and dissemination of information.
- 5) Cross-domain interoperability: neutrality with regard to technical infrastructure and application domain.

While the policies and procedures of the IMS TAB are similar to those used by many other consortia, they sacrifice formality and detail in the interest of flexible participation and adaptability in the face of evolving technical trends and practical reality. So long as the participants in working committees observe the general procedures and rules given here and maintain open communication with the IMS membership in general, working committees may adapt procedures to suit their needs.

The overall organization and voting rules of the Technical Board are specified in Section VI of the By-laws of IMS, which are available at

<http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo/docProfile/100042/d20020701211314/No/IMSbylaws.pdf>.

Many kinds of organizations and types of activity operate in parallel to create and apply a body of technical specifications. Therefore, the Technical Board seeks systematic involvement by representatives of other consortia and organizations that conduct adoption and implementation in its activities. Within IMS, Technical documents are planned and developed by relatively small Special Interest Groups or Project Groups and reviewed and/or approved by the Technical Board as a whole. Representatives of affiliate organizations and invited participants are included in these IMS-internal activities to ensure that industry experts with a deep understanding of the technical issues and business processes at issue are involved.

Broad participation by non-member organizations and individuals from the community at large is ensured by three mechanisms:

- 1) professional communication by individual Contributing Members with their colleagues;
- 2) publication of a near final Public Draft for public comment, and;
- 3) a publicly accessible reporting mechanism for issues, bugs, and suggest revisions of all published specifications.

## Strategic Documents

Ad hoc groups of member representatives and IMS Staff members have created various documents that provide overall guidance for scoping and conducting development work, populating working committees, and integrating specifications. These are living documents that are intended primarily for internal use. They are updated as necessary to reflect changes in the requirements of IMS members, as well as evolving practices and technologies in the field at large.

Separate workspaces are provided for forums to support discussion in each of the following areas.

- Abstract Framework – an abstract system model from which the scope and interoperability constraints of individual specifications can be determined.
- Use Cases – a set of implementable user interactions (courses, learning episodes, authoring scenarios, assessment sessions, etc.), drawn from application domains for IMS specifications.
- Workplan – a prioritized list of development tasks and other activities, organized as a rolling 12-month schedule of milestones.
- Spec Development Methodology - a tailored form of the Unified Modeling Language (UML).
- Guidelines for Profiling – a set of general procedures for extending specifications to adapt them for use in application domains.

These documents are posted in the Strategic Documents folder of the Contributing Member Document Library at <http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo/folderFrame/100034/0/def/fed5>

## 2. Structure: SIGs and Project Groups

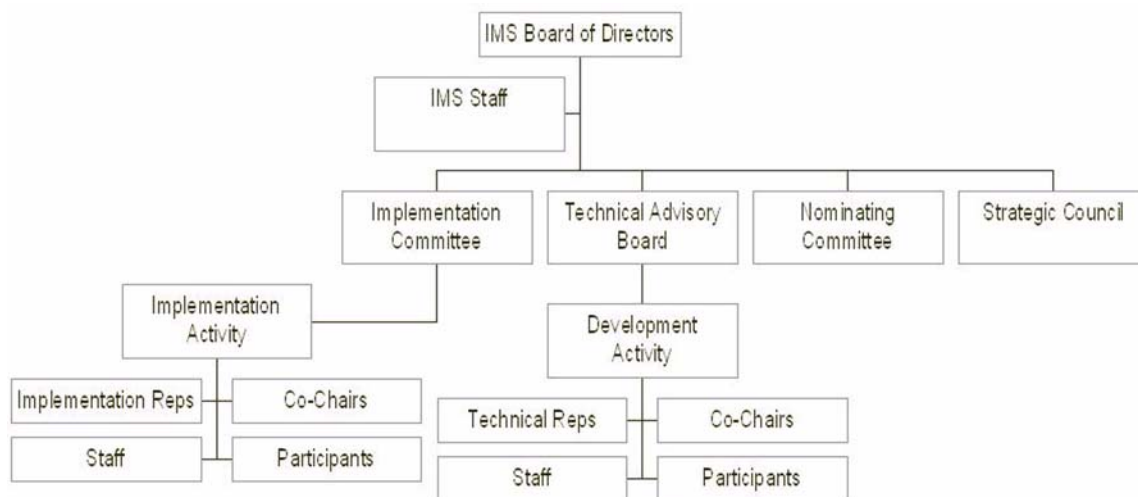
The work of the Technical Board is performed by groups of volunteers from Contributing Member organizations. The activities of the Technical Board are facilitated by the technical, managerial, and administrative resources of the IMS Staff. Organizationally the IMS Staff reports to a Chief Executive Officer, who in turn reports to the Board of Directors.

A small number of non-voting individuals representing Affiliates of IMS or “Project Group Participants” also participate in IMS activities. Individual experts identified by Project leaders or IMS Staff as critical to the conduct of a particular activity also may be invited to participate.

All parties who participate in development activities are subject to the IMS IPR policy, to the Bylaws of the Consortium and to the policies and procedures in this document.

### 2.1 Technical Advisory Board

The Technical Board operates as a committee of the whole to review and approve the activities of its various working subcommittees. Special Interest Groups and Project Groups are the primary working bodies of the Technical Board.



**Figure 1 - The organization of IMS Technical work.**

### 2.2 Special Interest Groups

Special Interest Groups (SIGs) provide a means for addressing topical issues and for maintaining continuity on topics of long term interest. They serve as a forum to develop Charters for new work. SIGs exist for an indefinite time to support discussion of technical topics at a higher level of expertise and in greater depth of detail than is possible in either plenary Technical Board meetings or in the relatively focused and time limited context of a Project Group.

Any Contributing Member representative may participate in a SIG. Experts from non-member, affiliate, and prospective member organizations may be invited to participate in SIGs as appropriate.

### 2.3 Project Groups

Project Groups are small teams charged to carry out the specific development or coordination tasks described in an approved Charter.

Project Groups are organized for a specific time specified in a Charter. The individual participants may choose to continue to explore the topic area concerned or monitor implementation and use of a specification as a SIG. However, follow on development work, such as revising a specification, requires a new Charter.

Any Contributing Member may participate in a Project Group. In addition, special Project Participants and invited experts may participate. Once a Public Draft document is published, the general public may participate via the website.

## 3. Mechanisms: Voting, Meetings, Forums

### 3.1 Voting

Technical Board comment, review, and voting assures the quality and value of technical work and starts the process of disseminating specifications within the IMS community. Documents are posted for review on the Member Website, and voting is conducted electronically to ensure that all Contributing Members are able to participate, regardless of their location and timezone.

#### 3.1.1 Technical Board

All of the specification documents and associated technical documents that are intended for external publication as IMS documents must be submitted to the Technical Board for review. Project Groups developing a specification produce at least two drafts: a Base Document and a Public Draft, both of which must be submitted for review by the Technical Board.

Charters for Projects and the Final Release versions of specifications must be approved by a formal vote. The By-Laws of IMS require that both a quorum requirement and a consensus requirement be met for a Technical Board decision to be valid. The quorum requirement in the Bylaws states that:

- 1) At least 1/3 of the eligible members must record a vote of “Yes,” “No,” or “Not Voting”, and
- 2) The total number of “Yes” and “No” votes cast must be equal to or greater than 1/3 of the number of Contributing Members.

The Technical Board itself imposes the additional quorum requirement that:

- 3) At least 1/2 of all contributing members who have voted in one of the last three decisions must record a vote of “Yes,” “No,” or “Not Voting”.

A decision is reached only if:

- 1) There is a supermajority of 2/3 of either “Yes” or “No” votes. (“Not Voting” votes are not considered in determining the supermajority.)

The following outcomes of a vote are possible:

- 1) Approved – all quorum requirements are met and a supermajority votes “Yes”.
- 2) Not Approved – all quorum requirements are met and a supermajority votes “No”.
- 3) No decision – a quorum requirement is not met or there is no supermajority.

#### 3.1.2 Subcommittees

Unless otherwise specified, decisions by SIGs and Project Groups require a simple majority of all participants in the decision, whether they participate in person or electronically.

#### 3.1.3 Final Approval of Technical Board Decisions

Technical Board decisions constitute recommendations to the Board of Directors. Formal approval of these recommendations normally is pro forma. However, this final level of approval provides a means to ensure that due process has been observed by the Technical Board in its activities.

#### 3.1.4 Disputes

Any individual or group of individuals who feels that due process has not been observed may appeal or dispute a decision by notifying the Technical Board Chair(s) and the CEO of IMS in writing within one week of such a decision.

If the action taken in response to such an appeal or dispute is not satisfactory, the individual or group of individuals may notify the Chairman of the Board of Directors in writing within one week of the action being taken. The decision of the Board of Directors is final.

## **3.2 Meetings**

The By-Laws of IMS permit both face-to-face meetings and synchronous (teleconference) or asynchronous (email and forum) electronic meetings. All types of meetings are used for all types of activity.

### **3.2.1 Electronic Meetings**

All formal votes by the Technical Board are conducted electronically in order to enable universal participation, as well as to provide a means for record keeping and audit trail for due diligence in decision making.

All groups are encouraged to maintain a regular schedule of teleconferences and are encouraged to use web forums to maximize access and participation across the many time zones and geographical regions represented by the members of IMS.

### **3.2.2 Scheduled Face-to-Face Meetings**

Quarterly Meetings are held during the second week of the second month of: the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> quarters of the calendar year. The 3<sup>rd</sup> Quarterly Meeting is held in conjunction with the Annual Members Meeting, and all Technical Board representatives are encouraged to attend.

Annual Members Meeting: At least one face-to-face meeting of the IMS Membership is held each year. This meeting normally is held in July.

The agendas for the Quarterly Meetings and the Members Meeting are developed by the IMS Staff in response to input from working committees, the Board of Directors, and the Technical Board Chairs. Project Groups and SIGs may request time on the agenda of Quarterly Meetings by contacting the IMS Staff at least one month prior to the meeting in question.

### **3.2.3 Ad Hoc Meetings**

Project Groups are free to meet face to face or electronically at any time, provided they distribute or post a meeting notice and agenda to all Contributing Members in advance and post minutes promptly following such meetings.

## **3.3 Websites**

The IMS Staff maintains a Member Website to support forums and email interaction among participants in IMS activities and a Public Website for distributing general information and supporting community wide activities.

### **3.3.1 Member Website**

Access to the Member Website at <http://members.imsglobal.org> is limited to Contributing Members and is password protected.

The IMS Member Website includes web-based tools for access to documents, issue lists, on-going discussions, calendars, etc. and workspaces for each activity. Workspaces also exist for Contributing Members, the Technical Board, the Requirement and Development Committees, SIGs, Project Groups, and any ad hoc committees. Mailing lists managed by the IMS Staff are maintained for making announcements to these groups.

### **3.3.2 Public Website**

A Public Website <http://www.imsglobal.org> provides general information about IMS and is the primary means for publishing specifications and disseminating topical information.

### **3.4 Support by the IMS Staff**

The IMS Staff provides administrative, technical, and managerial support for the Technical Board and its working committees, as well as for the operation of IMS as a whole. These services include:

- Meeting management
- Secretary for Technical Board
- Editor for Technical Board
- Web resources
- Technical editing and writing
- Liaison with other organizations
- General consortium management

## 4. Processes: Chartering, Development, Maintenance

The three primary processes overseen by the Technical Board are Chartering, Development, and Maintenance.

### 4.1 Chartering

All new specification development, all revisions of the functional content of released specifications, and various other technical projects are undertaken only after a Charter has been developed by a group of members (normally a SIG) and approved by the Technical Board.

A Charter describes the proposed work in sufficient detail for technical and administrative review by the Technical Board.

Charters are developed through informal collaboration among prospective participants. One or more Contributing Member representatives may propose a Charter. Charters typically are developed with the assistance of the IMS Staff which provides advice regarding support resources and scheduling.

The Technical Board may approve a proposed Charter with or without specifying changes or conditions. Approved Charters are forwarded to the Director of Specification Strategy who schedules development in the context of other Charters and on-going work. Charters may be revised and resubmitted until they are approved. But no development work is permitted to begin until they have been approved.

An approved Charter is an informal contract in which the Project Group participants agree to conduct the tasks and deliver the work products identified in a Charter. On its part, the Technical Board promises timely reviews of progress and distribution of the results of the Project as an IMS technical product. Changes or additions to the work specified in a Charter, or substantial revisions of the Project schedule require Technical Board approval (i.e., rechartering).

#### 4.1.1 Contents of Charters

Charters provide a convenient “point of entry” for Technical Board members and potential participants to determine their level of interest in a development project. A template for Charters is included in an [“Appendix B – Sample Outline of Charters” on page 23](#).

No Charter will be considered for approval by the Technical Board if it does not contain at least the following basic information:

- 1) **Name**  
A descriptive name and a short name or acronym for use in forum names, agendas, mailing lists, etc.
- 2) **Chair(s) and Secretary**  
At least one Chair and a Secretary who have agreed to perform the administrative and leadership functions necessary to conduct the project.
- 3) **Referenced Spec(s)**  
A list of IMS or other specifications or standards used by or impacted by this effort, annotated to describe the impact of this work on each.
- 4) **Participants**  
A list of representatives of Contributing Members and others who have agreed to work on this Project, with contact information and organization.
- 5) **Web Resources**  
A description of any special Web resources or tools needed in addition those provided on the IMS Member Website.
- 6) **Description of Proposed Work**  
A concise summary of the problem to be addressed, the goal(s) of the project, and the approach to be taken, with sufficient detail for use as an abstract of the Project. A Technical Board member who is not participating in the project should be able to determine by reading this description, whether the effort is relevant to his or her organization. The description also should specify the expected impact of the project on other specifications, reference models, or application profiles.

#### 7) Use Cases

At least one use case that can be made available on the Member Website. Use cases should capture specific interaction scenarios from which the project requirements can be identified and understood. The description of the proposed project should specify the intended impact of the project on the use case.

#### 8) Schedule of Milestones

Intermediate and final milestones and an estimated duration and completion date of the tasks leading to those milestones. By reading this schedule, a Technical Board member who is not participating in the project should be able to identify the appropriate time to provide input and/or review the work. Milestones dates which coincide with Quarterly Meetings facilitate face-to-face communication with other IMS members and other organizations. Milestones must refer to specific work products such as “Public Draft submitted,” rather than to project activities such as “incorporate public feedback”.

### 4.1.2 Criteria for Evaluating a Charter

In determining whether to approve a Charter, the Technical Board will confirm that the Charter has overall technical merit and includes all required information. It also will consider such general questions as:

- Are the requirements specific, relevant, and achievable?
- Are the time frame and level of effort proposed reasonable?
- Are the technical and administrative risks of the Project identified and mitigated?
- Is there a good understanding of relevant existing work?
- Does the list of participants balance the interests of suppliers, consumers, and others directly impacted?
- Does the work proposed complement and/or exploit work being done by other groups?
- What is the priority of this work compared to other on-going or planned efforts?
- Is there sufficient Member commitment to support the technical work, the management of the group, the production of documents, and necessary liaison and integration activities?
- Is there sufficient expertise within the IMS membership to review the Charter and the results of the work?
- Have intellectual property rights issues been resolved?
- What is the recommendation of the Requirements Committee and the IMS Staff?

### 4.1.3 Charter Timeline

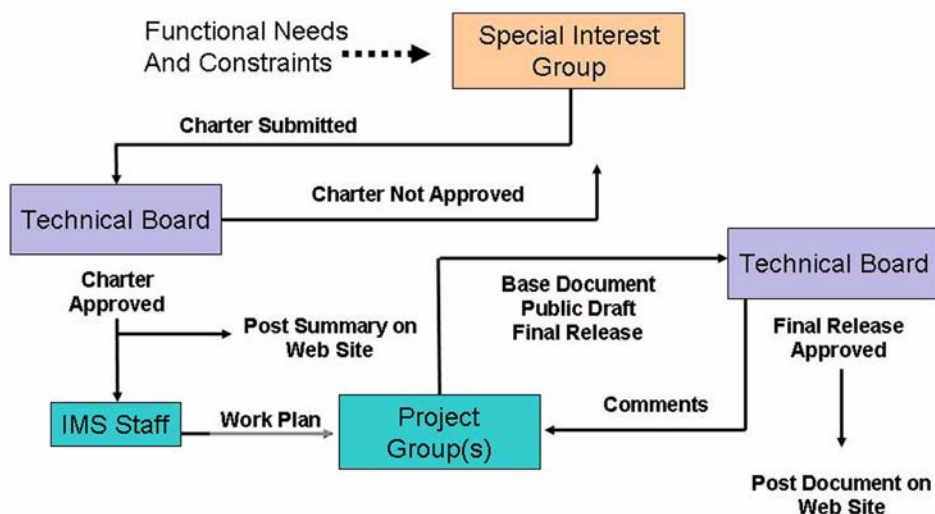
The time required to complete a Charter varies widely, depending the scope of the problem, the availability of participants, and the existence of prior work. The actual work of producing the Charter document itself requires approximately 1 month.

### 4.1.4 Distribution of Charters

When the Charter is approved, a summary of its content and schedule will be posted to the Public Website and distributed to other organizations. The Charter will be maintained as a library document in the Project workspace, where it is accessible to all IMS Contributing Member representatives and others authorized to access the Member Website.

## 4.2 Development

Project Group(s) carry out approved Charters. The development process is summarized in Figure 2.



**Figure 2 - Diagram of Development Process.**

Guidelines for conducting Projects are included in [Section 6 on page 19](#) this document. Project participants are required to create and maintain basic information such as issue lists, decision summaries, meeting agendas, meeting minutes, participant lists, etc., so that Technical Board members who are not participating in a Project can easily monitor the status of work and anticipate the impact of issues being addressed.

Project Group(s) develop three drafts for Technical Board review and/or approval by vote. These draft documents include the following:

#### **4.2.1 Base Document**

A working outline that conveys the scope of the Charter and the approach to be taken. This document adds details to flesh out the project description and plan provided by the Charter. Review of the Base Document allows the Technical Board to raise issues and provide feedback to the Project Group early in the specification development process

#### **4.2.2 Public Draft**

A near-final document that is published on the IMS Public Website for public review and comment. The Public Draft is intended to be as complete and finished as possible so that the IMS developer community and other adopters can prototype implementations of the specification and provide feedback to improve the final draft of the specification. See Section 5 of this document for a discussion of the intellectual property declarations that are required for the publication of the Public Draft and the subsequent Final Specification.

#### **4.2.3 Final Specification**

The published specification. This document is treated as an internal draft until it has been approved for publication by the Technical Board.

#### **4.2.4 Development Timeline**

While the time required to complete a Charter varies, and the timing of the Final Specification release may vary due to external schedules, member needs, and market forces, the nominal time for developing a specification document, typically is about 6 months, with approximately equal time devoted to each draft:

- Develop Base Document and conduct Technical Board review - 2 months
- Develop Public Draft and conduct Technical Board review - 2 months

- Develop Final Specification and conduct Technical Board vote - 2 months

#### 4.2.5 Other Technical Documents

From time to time, technical documents which are not specifications may be created under Technical Board oversight. Documents which are intended for internal IMS use or informal distribution do not require Technical Board approval for internal release.

### 4.3 Maintenance

Published specifications are updated or revised in response to problem and issue reports made via a publicly accessible reporting system at <http://www.imsglobal.org/problemtracking/index.cfm>. A diagram of the process by which the reports that are received are handled appears in Figure 3.

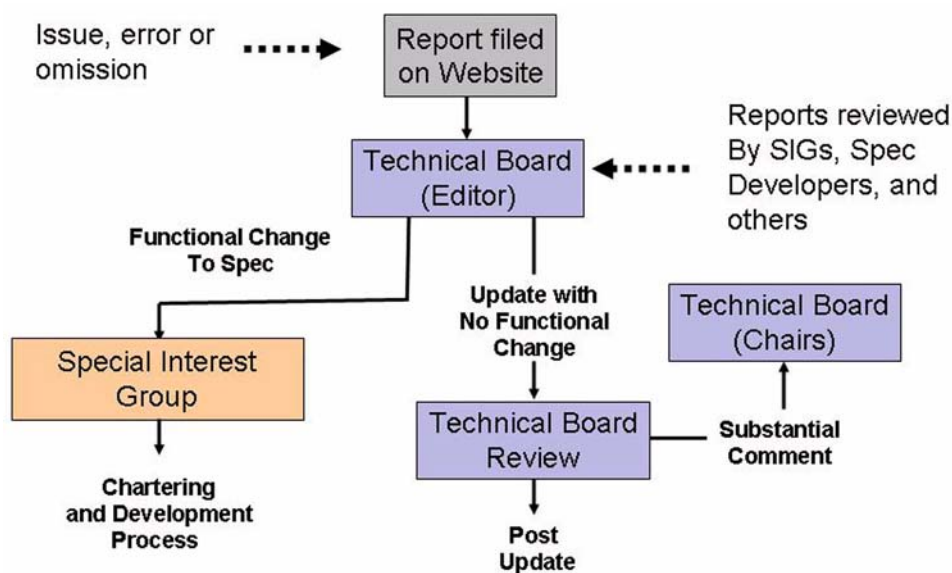


Figure 3 - Diagram of Maintenance Process.

As a first step, the editor for the Technical Board consults with members of SIG(s), the IMS Staff, and others who are knowledgeable concerning the document in question and classifies each report as an update or a revision of a specification document(s). This step typically involves publishing a call for any further reports and a teleconference among interested parties to review the accumulated reports and their classification. An individual report may result in more than one update or revision.

#### 4.3.1 Updates: Errata, Bug Fixes, Editorial Changes, etc.

If the change required to address a report results in no functional change to the document, then an update is produced and published as quickly as possible.

Once the update has been produced, it is submitted for a two-week review by Contributing Members. This review may include a Technical Board vote, if appropriate. If no significant comments are made during the review, the update is published promptly thereafter. Updates may be published singly or in groups.

In the event of a significant objection to releasing a proposed update, the Technical Board Chairs will consult with members or others to determine the appropriate course of action.

### **4.3.2 Revisions: Changes with Functional Impact**

Reports whose resolution requires a functional change to published documents, whether identified initially or reclassified as a result of the review of a proposed update, are routed to a new or existing SIG for developing a Charter to produce a revised document.

### **4.3.3 Maintenance Timeline**

Updates to a technical document will be published or assigned to a scheduled revision or update cycle within 30 days after they are reported. Changes that require revision of a technical document follow the normal Chartering and Development timeline. One or more steps in the development process may be accelerated, so long as requirements for Technical Board review and voting and IPR management procedures are observed.

## 5. Managing Intellectual Property

The intellectual property contained in a specification typically is created by the collaborative effort of individuals in a Project Group. All ownership rights to intellectual property that is collaboratively created (i.e., not submitted material) belong to the Consortium.

However, it is possible that intellectual property may be submitted as a contribution to a document by a member or third party. In such cases, the submitter may either assign the rights to that property to IMS or grant IMS a right to use the intellectual property. Procedures and forms contained in the IPR Policy document and summarized below specify the information which must be provided. Procedures requiring members to disclose possible infringement of their intellectual property also serve to reduce the possibility that implementations of a specification inadvertently infringe the intellectual property rights of any member. Similar requests are made of third parties during the development of a specification.

The Consortium requires that all Contributing Members, Participants in Project Groups, and Submitters of contributions conform to IPR policy and observe the rules summarized below. The material provided here summarizes the main features of the IPR policy and the procedures to be followed; however, the IPR Policy itself takes precedence over this document.

### 5.1 Submitters of Intellectual Property

A Submitter of intellectual property must elect one of the following two options at the time of making a Submission. This election is made by delivering a signed letter or fax to the Director of Operations using the form contained in Appendix A to the IPR Policy and available on the Member Website.

**Option 1:** The submitter agrees that if the Draft Specification in connection with which the Submission is made is finally approved by the Consortium, the Submitter and its Related Parties will license all Necessary Claims owned by it and inherent in its Submission on a perpetual, non-exclusive and worldwide basis, without compensation and otherwise on a reasonable and non-discriminatory (RAND) basis, to all Implementers; or

**Option 2:** The submitter agrees to the same terms as Option 1, but reserves the right to charge a royalty or other fee on RAND terms.

The use of Option 2 is discouraged. Option 2 is provided solely to allow for the possibility that it is in the interest of IMS Members to incorporate material in a specification for which a royalty or fee will be charged by the contributor.

### 5.2 Participants in Project Groups

At the time that a Draft Specification is posted as a Public Draft, every Participant in the Project Group must elect one of the following options. Note that a Participant may elect different options for different Necessary Claims. This election is made by delivering a signed letter or fax to the Director of Operations using in the form contained in Appendix B to the IPR Policy and available on the Member Website.

**Option 1:** The participant agrees that if the Draft Specification is finally approved by the Consortium, the Participant and each of its Related Parties will license all Necessary Claims that are owned by it on a perpetual, non-exclusive and worldwide basis, without compensation and otherwise on a RAND basis, to all Implementers; provided that such license need not extend to any Necessary Claims identified with particularity as specified in Option 2 or 3 below; or

**Option 2:** The participant agrees to the same terms as Option 1, but reserves the right to charge a royalty or other fee on RAND terms, and identifies the Necessary Claims as to which such rights are being reserved and the portion of the Draft Specification that would result in infringement of them; or

**Option 3:** The participant identifies the Necessary Claims and the portion of the Draft Specification that would result in infringement, and indicates that no guarantee of license rights is being made or that such rights will be denied in all cases, provided that, with respect to any of its Necessary Claims that are not specifically identified for this purpose, Participant shall make available licenses in accordance with the licensing terms elected under “1” or “2” above.

In the case of Necessary Claims under non-public patent applications, the Participant need not describe any such claims at a level of detail that would disclose any of its valuable trade secrets.

Elections will not be required to be made in less than 45 days from the date that a Draft Specification has been posted as a Public Draft. An electronic notification of such posting will be sent to each Participant specifying the date that elections are required.

### 5.3 Contributing Members

A Contributing Member who is not participating in a Project Group and who exercises the right to vote upon the adoption of a Specification is required to elect one of the options described above and set forth in Section 3.3 of the IPR Policy. All elections by these Members shall be made by submitting a signed declaration by letter or fax to the Director of Operations using in the form contained in Appendix B to the IPR Policy and available on the Members Website.

### 5.4 Counteracting Deliberate Avoidance

In the event that a Participant or Contributing Member who is voting does not return a signed and completed election form, and later asserts a Necessary Claim(s) against an implementer of the Specification in question; if it can be shown that such Member knowingly and willfully withheld disclosure; then such Participant or Member shall be deemed to have elected to license all of its Necessary Claims under the Specification in question with the terms set forth in Section 3.3(a) of the IPR Policy.

### 5.5 Patent Calls

At the beginning of appropriate in-person meetings and teleconferences of the Technical Advisory Board or one of its Project Groups, and at any other time specified under the policies and procedures of the Technical Board, a Patent Call shall be made. The text to be employed in making Patent Calls is set forth in Appendix C of the IPR Policy. The scope of Patent Calls shall be limited to Necessary Claims personally known to an individual Representative, and not to the knowledge of that Representative’s employer.

## 6. Guidelines for Conducting a Project

Within the policies and procedures stated above and the general guidelines for participation, fair proceedings, and transparent communication of issues and progress discussed below, groups may conduct their activities and make decisions as they see fit in order to realize their objectives.

### 6.1 Conducting Meetings

#### 6.1.1 Attendance and Participation

Open access to Project information is essential for their ultimate success. Therefore, all Contributing Members have access to the records of all Projects on the IMS website. All Project meetings are open to any IMS Contributing Member. Since SIG and Project Group meetings generally involve intense work by small groups of individuals who share substantial context for their work, the Chair of a meeting may restrict participation (not attendance). He or she also may decline to devote meeting time to items not included in the agenda or previously dealt with by the group.

Any disputes concerning access to Project Group activities or concerns about participation in meetings should be presented in writing to the Chair(s) of the Technical Board and the IMS CEO.

#### 6.1.2 Decision Making

The Technical Board's electronic review and voting procedures and its quorum and supermajority requirements for approval ensure that an appropriate level of consensus is reached in Technical Board decision-making.

However, no formal quorum or consensus requirement has been established for decision-making in working committees. Participants in such groups should make decisions by simple majority of those present in a teleconference or meeting, except when participants appear closely divided or minority opinions are strongly held. In these cases, the chair of the meeting may elect to require a two-thirds supermajority of all participants in the group, present or not, to ensure there is sufficient agreement to move forward.

#### 6.1.3 Meeting Management

The Project Group as a whole has the final responsibility for striking an appropriate balance between open and thorough consideration of issues and limiting discussion in order to complete tasks within the time allotted by the charter.

Most groups will conduct business electronically and in person at Quarterly Meetings. Each group can determine the balance of electronic and face-to-face sessions and arrange meeting locations and times that are appropriate for achieving its milestones. The Chair(s) must publish an agenda in advance of all electronic or face-to-face meetings and post minutes as soon as possible after the meeting.

The agenda for a meeting always should contain at least:

- The items for discussion;
- The estimated time devoted to each item; and
- A clear indication of any material to be used during the session.

At a minimum, meeting minutes should include:

- The agenda of the session;
- A summary of the discussion of each agenda item;
- A list of any decisions made; and
- A list of attendees.

Special care must be taken to avoid systematic exclusion of participants or hardship caused by timezone differences and meeting locations. The distribution of agendas, minutes, issue lists, and other material should explicitly address any special needs of participants.

Tools for creating agendas, issue lists, and minutes are provided in the workspace of each group, and templates for these documents are included in the Appendix of this document.

The Project Group Chair is responsible for insuring that session minutes are written and posted, though the actual task may be performed by someone designated by the Group Chair.

Repetitious discussions can be avoided by using the Issues List tool on the IMS website to archive the main arguments and outcomes of meetings or forum interactions. Such a decision-making history is useful not only for avoiding reiteration and for identifying issues that have been eliminated or resolved to be out of scope, but also for acquainting new participants and reviewers with the group's history of decisions.

## **6.2 Documentation Formats**

IMS requires SIGs and Project Groups to use document formats and a standard methodology for specification development wherever appropriate. Using a common methodology ensures consistent practice and consistency. Strategic Documents and templates provide procedures and formats for this purpose.

## **6.3 Participating in Quarterly Meetings**

If a Project Group wants to hold a face-to-face session at an IMS Quarterly Meeting, the Chair should make a request for a time-slot containing the following information:

- Project name
- Amount of time requested
- Draft agenda
- Estimated number of participants
- Any other activities that should not be scheduled at the same time
- Preferred time for meeting (if any)

## **6.4 Submitting Work Products for Approval**

The Group Chair should notify the Technical Board Secretary when a document is ready for Technical Board action. Document(s) and any supporting materials must be delivered to the Technical Board Secretary in the standard format for posting.

Unless there are editorial deficiencies in the package, the IMS Staff will post its contents on the Technical Board forum and the Technical Board Chairs will issue a call for an electronic review or vote at the earliest time that is compatible with other votes or Technical Board activities. No changes to the materials can be made once this call for a review or vote is made.

Project participants are encouraged to facilitate Technical Board review and voting by distributing supplementary documentation via the website, making presentations at Quarterly Meetings, and conducting question and answer sessions by teleconference or FAQ.

## **6.5 Finishing a Project**

Once its chartered tasks are complete, the Project Group's work is finished, and its function as a Project Group. The individuals in the group may wish to carry on as a SIG, but further development work requires that a new Charter be approved by the Technical Board.

At any time that a Project Group appears to be unable to complete the work outlined in its Charter, or if the technical or administrative assumptions on which that work was based have changed substantially, the Technical Board may require the group to submit a new Charter, identify a different Chair(s) and/or participants, or disband the Project.

## **6.6 Extending a Project**

Extending a Project beyond the tasks or duration specified in its Charter requires the submission of a new Charter.

## **6.7 Maintaining Work Products**

Routine maintenance of a work product is accomplished by the maintenance procedures described elsewhere in this document. SIGs may be formed by the individual involved in a Project and/or others to track the use of a specification, continue discussion of issues in an interest area, develop follow-on Charters, etc.

## Appendix A – Strategic Documents

The Strategic Documents are posted in the Strategic Documents folder of the Contributing Member Document Library: <http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo/folderFrame/100034/0/def/fed5>

Separate workspaces are provided for forums to support discussion of each Strategic Document.

### A.1 – Abstract Framework

The framework discussion is underway. Please see the Abstract Framework workspace on the Member Website: <http://members.imsglobal.org/forum/ims/dispatch.cgi/AbstractFramework/workspace>

The Abstract Framework document will be posted in the Strategic Documents folder of the Member Document Library on the Member Website when available: <http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo>

### A.2 – Use Case Portfolio

Work on the Use Case Portfolio is being organized. Please see the Use Case Portfolio workspace on the Member Website: <http://members.imsglobal.org/forum/ims/dispatch.cgi/UCPortfolio/workspace>

The Use Case Portfolio documents will be posted in the Strategic Documents folder of the Member Document Library on the Member Website when available: <http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo>

### A.3 – Work Plan

A Work Plan describing all activities within the oversight of the Technical Board is maintained on the Member Website. A status report is distributed monthly to Contributing Members in the Monthly Membership Newsletter: <http://members.imsglobal.org/forum/ims/dispatch.cgi/Workplan/workspace>

### A.4 – Specification Development Methodology

IMS will use a modified form of the industry standard Unified Modeling Language (UML) Process to develop specifications that address behaviors for interoperability. This process will include but not be limited to a standard Use Case format, activity and modeling diagrams, etc. The IMS Specification Development Methodology will be implemented in stages with full documentation of the process by the end of January 2003.

### A.5 – Guidelines for Profiling

A committee of members has produced a document describing how to extend specifications and standards to customize them for use in an application domain. Following these guidelines will facilitate interoperability across application domains and permit sharing of lessons learned and tools between groups developing profiles. The document can be found at: <http://members.imsglobal.org/forum/ims/dispatch.cgi/f.icpforum/showFile/100289/d20040417155334/No/AppProfGuide-FinalDraft.zip>

## Appendix B – Sample Outline of Charters

Format Note: Please use outline numbering whenever possible to facilitate references to sections of the charter during review and in subsequent discussions.

### 1. Project Name

<text name>

### 2. Chair(s) of Development Project

<Name(s), organization(s), contact information>

### 3. Secretary

<Name, organization, contact information>

### 4. Description of Work

#### 4.1 Summary

<short description of the problem the work will solve and the impact of the proposed project>

#### 4.2 Background

<brief history of the problem and its current context>

#### 4.3 Rationale

<benefits of the proposed project>

#### 4.4 Accessibility

<brief description of the impact of this work on accessibility>

#### 4.5 Deliverables

<list of documents and or files to be created>

### 5. Use Cases

<use cases which broadly define the scope of the activity. see example for style and format>

### 6. Glossary

<list of special terms used in this proposal and their definition>

### 7. Requirements

<Note: The description of requirements should provide sufficiently detailed scope to guide the Project Group. This description should focus on what functionality is required, but leave the task of specifying how that functionality will be provided to the Project Group>

#### 7.1 Functional

<description of the requirements to be addressed by this effort>

## 7.2 Accessibility

<description of requirements, if any, that relate to supporting accessibility for users with personal or environmental limitations>

## 7.3 Conformance

<description of the requirements this effort will impose on conformance>

## 7.4 Out of Scope

<description of those issues explicitly excluded from the scope of the proposed project>

## 8. Sources of Input

<description of the sources of input to be included by the Project Group>

<Note: this section should demonstrate due diligence in identifying existing work>

## 9. Impact on Existing Specifications and Standards

<list of specs or standards that are related to this effort and impact on each by the products of the project>

## 10. Project Group Members

### 10.1 Project Participants

<list of individuals who are committed to working on the proposed project, with organizational affiliation>

Organization	Name

### 10.2 Reviewers

<list of individuals committed to reviewing interim documents produced by the project group and/or providing advice regarding issues that arise during the project>

Organization	Name

## 11. Special Resources

<list of any resources beyond those provided to all projects>

<Note: by default on the Project Group will use a workspace consisting of a forum, issues List, and calendar. The forum will include folders for documents and for agendas/minutes. If approved, IMS Staff will support document tracking, and UML design tool or templates for the development of use cases using the Cockburn method>

## 12. Milestones and Task Durations

<list of milestones and project tasks with expected duration of each task – see example; proposals for projects lasting longer than 6 months should include a rationale for the abnormal duration>

Charter Vote	calendar date1
Develop Base Document draft	task1 duration
Finalize Base Document	task2 duration
Base Document Vote	calendar date2
Develop Public Draft	task3 duration
Public Draft released	calendar date3
Incorporate P. D. feedback	task4 duration
Final Document Vote	calendar date4
Publication Date	calendar date5

## 13. Charter Background

### 13.1 History

<narrative description of the SIG's work to create the Charter>

<Note: The purpose of this section is to provide general context for Technical Board members and summarize the decision-making of the proposal authors in defining the scope of the project>

### 13.2 Contributors

<list of individuals who helped to develop the proposed Charter, including organizational affiliation and relationship to IMS>

# Appendix C – Sample Use Case

## Use Case Instructions and Template

A Use Case is a description of some interaction between one or more persons and a computer system or between two or more computer systems. Use Cases help capture information about the context, the activity and the functional requirements involved in an area of specification development.

What follows is guidance on the minimal requirements for providing a use case. Both a detailed narrative (ordinary text and graphics) or the formal style specified by a tool or engineering technique are acceptable formats for providing use cases.

**Note:** Please do not submit information that would require the payment of licensing fees for use in decision-making or development.

### Source Information

Source of use case

Name and Email of contact for use case questions

*Restrictions (if any) on use of material*

*e.g.,*

*No restrictions*

*Distribution outside of the IMS is not permitted*

*Distribution without attribution to organization is permitted*

*etc.*

**Title** – a brief (short sentence or phrase) title for the use case.

**Relevant technical area and/or specification(s)** Select (ePortfolios, State Persistence, Mobile Learning, Next Generation Data models and APIs, Other).

**Players in use case** - human and machine entities and their roles.

**Scenario Assumptions** - a description of what, if anything, is assumed to have happened before the activities described in the use case description.

**Description of interaction** - a narrative description of the use case.

**Transactions (optional)** – the transactions and constraints that are derived from the description of the interaction.

**Exceptions** - short description of any error situations that need to be protected against and what should happen if they are detected.

**Optional interactions** – short description of any related and optional activities.

## Use Case

### Name, Email address

June 4, 2003

OrgName-01

*I do NOT wish my use case to be made available outside of the IMS Membership, [ ], otherwise, if it is made public,*

*I would like my email address removed [ ]*

*I would like my organization's name and any reference removed [ ].*

### Title

Moving between post-secondary educational institutions

### Related to

EPortfolios

### Players

- Student
- Advisor
- ePortfolio applications from different vendors installed at two institutions

### Assumptions

- The student has collected evidence of learning in one institution's ePortfolio system and related it to competencies that are defined similarly at both institutions.

### Description

After completing a degree program, a student enrolls in another program at a new institution. The student creates an ePortfolio to use with the advisor at the new institution to determine what courses the student should take. The student creates the ePortfolio within the system at the old institution and sends it to the new system at the new institution. The advisor accesses it using the system at the new institution.

### Transactions

- 1) In the system at the old institution (system one), the student selects set of competencies to assert.
- 2) System one locates products related to those competencies.
- 3) The student instructs system one to send the products, competencies, and relationships (the ePortfolio) to system two.
- 4) System two create a package containing the ePortfolio that conforms to a data specification understood by system two.
- 5) System one encrypts ePortfolio.
- 6) System one authenticates itself with system two.
- 7) System one sends ePortfolio to the system at the new institution (system two) and system two receives it.
- 8) System two decrypts the ePortfolio and stores it.
- 9) The student instructs system two to authorize the advisor to view the ePortfolio.
- 10) The advisor instructs system two to search the ePortfolio for evidence related to the competencies required for placement at beginning, intermediate, and advanced levels within the new degree program.

- 11) The advisor views the evidence returned by the system and makes a decision about at which level to place the student.

## Exceptions

If system one cannot authenticate itself to system two, an error is generated.

If the encryption is not shared between systems, the user may specify that it be transferred unencrypted.

### Name, email Address

18 April 2003

OrgName-001

*I do NOT wish my use case to be made available outside of the IMS Membership, [ ], otherwise, if it is made public,*

*I would like my email address removed [ ]*

*I would like my organization's name and any reference removed [ ].*

## Title

Human in the Loop Grading of Student Responses

## Related to

Next Generation Interactive Content

## Players

- Student
- Tutor
- LMS

## Assumptions

- The student and the tutor both have authentication setups with the LMS.

## Description

During the course of a student's interaction with a learning object, he is asked to write an essay. The student writes the essay and then uses some mechanism built into the learning object (for example, an HTML form, Java upload capability, or some other undetermined mechanism) to upload the essay to the LMS.

When the LMS receives the essay, it is immediately forwarded to the tutor address that the LMS has. Once the tutor address confirms that it has received the data, the LMS is free to delete the essay.

When the human tutor receives the essay, she reads it, corrects it, and prepares a grade and a set of corrections. She then sends it back to the LMS. When the student logs back in, the grade and corrections are available for the student to look at; further, if the tutor so indicates, the grade automatically becomes the student's mastery record for the learning object.

## Exceptions

If the LMS fails to receive confirmation from the tutor address that the tutor address has received the essay, the LMS should archive the essay and alert the administrator.

## Other factors

- **Opacity of data:** It is assumed that the data being transmitted is opaque to the LMS.
- **Authentication of transmission process:** There must be some authenticable way for the content (or some other agent) to identify to the LMS where the data is to be forwarded.
- **Confirmation of receipt:** There must be some way for the LMS to confirm that the data has been successfully received before the data is deleted.

## Appendix D – Sample Agenda, Issues List, and Minutes

Web forms are provided in each Project Group workspace for entering this information. A generic sample is given below.

### 1 – Teleconference or Meeting Agenda

**Meeting Date and Title**

12 May 2004 <Name and type of meeting>

**Agenda**

<list of items for discussion with time allocation>

**Meeting Preparation**

<description and locator for any material to be used or read to prepare for the session>

### 2 – Issues List

**Due Date**

<date the issue will be complete>

**Title**

<issue title>

**Explanation**

<detailed description of the issue>

**Urgency**

<importance of resolving the issue: High, Medium, Low>

**Assignment**

<name of person(s) assigned to resolve issue>

### 3 – Teleconference or Meeting Minutes

**Minutes Date and Title**

12 May 2004 <Name and type of meeting>

**Summary of Actions and Decisions**

<brief description of significant events during the session>

**Agenda**

<copy of the agenda actually followed>

**Discussion of Agenda Items**

<for each agenda item, include short description of item, discussion summary, and decisions or actions regarding that item>

**Action Items**

<list the actions and assignments made for each action; include the date the action will be completed; the name of the person responsible; and a brief description of the result of the action>

**Attendees**

<list of attendees>

**Absentees**

<list of those absent>

**Scribe**

Name of minute taker.

## Appendix E – Defined Terms from IPR Policy

### Exhibit A-1

#### DEFINED TERMS

<b>Term</b>	<b>Definition</b>
Draft Specification	A technical specification or a revision-in-process of an existing Specification, that is the subject of a formally chartered process within the Consortium, that has not yet been approved for final release.
Implementers	Those Members and non-Members who desire to use or implement a Specification.
IPR	An abbreviation of “Intellectual Property Rights”, and including: claims made in patents and patent applications; copyrights; trademarks; and trade secrets.
Member	A registered member of the Consortium.
Necessarily Infringed	Unavoidable infringement by an implementation of any Required Element of a Specification, there being no technically reasonable alternative way to implement the Specification without resulting in such infringement.
Necessary Claims	Those claims under patents and/or patent applications anywhere in the world that would be Necessarily Infringed by the implementation of the Required Elements of a Specification. Necessary Claims do not include (i) claims covering any enabling technologies that are not themselves expressly set forth in a Specification; (ii) claims covering reference implementations or implementation examples; or (iii) claims covering the implementation of other published specifications not developed by or for IMS, but referred to in the body of a Specification.
Non-discriminatory	Available to all, and available to all under terms that are substantially identical to the terms made available to others under similar circumstances. It is acknowledged that non-discriminatory behavior cannot be established with precision where circumstances differ.
Participant	Any Member or, as permitted by the Rules of Procedure, non-Member, that participates in a Consortium Project Group after a point in time or process that is specified for such purposes in the Rules of Procedure.
Patent Call	See Section 3.5 below
Project Group	A process group chartered to create a Specification
RAND	Reasonable and Non-discriminatory
Reasonable	License terms relating to IPR included in a Specification that are not more onerous (including as to price) than could be obtained by the owner of such IPR in the open market absent its inclusion in a Specification. It is acknowledged that “Reasonableness” cannot be established with precision.
Related Party	Any entity that is directly or indirectly controlled by, under common control with, or that controls the subject party. For this purpose, “control” means beneficial ownership or the right to exercise more than 50% of the voting power for the entity. Any Member or potential Member that believes that the application of this definition would result in unfairness, as applied in its unique circumstances, may apply for a limited and fact-specific exemption on such form as the Consortium may from time to time make available for that purpose.

Representative	Any individual that acts on behalf of a Member or other entity in connection with the technical process, or in the completion of any form to be delivered to the Consortium pursuant to the Policy or the Rules of Procedure.
Required Element	Any element of a Draft Specification or Specification identified as “Mandatory” or “Optional”, as defined in the Rules of Procedure.
Specification	A technical specification, or any other work product containing IPR, formally adopted by the Consortium.
Submission	A submission or other contribution made to a Consortium Project Group in written form or electronic form, and accompanied by a Submission of Technology Form (Appendix A), for consideration for inclusion in a Specification. A Submission may occur, for example, as a result of an unsolicited offer to the Consortium of existing technology by a Member or third party, or in response to a request for contributions.
Submitters	Both Members as well as any representative(s) of a Member, and any other person or entity making a Submission.

## Appendix F – Disclaimer Statements for Specifications

IMS/GLC intends for all of its specifications to be available to the public without excessive fees or license restrictions that would inhibit their adoption and use world-wide. In order to make this “open” availability possible, the Consortium formally requests from its members or others appropriate rights to use intellectual property that is included in IMS/GLC specifications. Notices that are appropriate for this third party material must be included in the introductory language of all specifications. Generic statements and disclaimers regarding third party intellectual property that are similar to those used by other specification consortia and standards bodies also must be included in the front matter of all IMS/GLC specification documents. The Chief Operating Officer is responsible for ensuring that permission to use third party material has been requested and obtained and that the statements substantially as given below are included in all specification documents.

### F.1 – Statements and Disclaimers to be Included in All Specification Documents

The front matter of all specification documents shall include the following introductory material.

Recipients of this document are requested to submit, with their comments, notification of any relevant patent claims or other intellectual property rights of which they may be aware that might be infringed by any implementation of the specification set forth in this document, and to provide supporting documentation.

THIS SPECIFICATION IS BEING OFFERED WITHOUT ANY WARRANTY WHATSOEVER, AND IN PARTICULAR, ANY WARRANTY OF NON-INFRINGEMENT IS EXPRESSLY DISCLAIMED. ANY USE OF THIS SPECIFICATION SHALL BE MADE ENTIRELY AT THE IMPLEMENTER'S OWN RISK, AND NEITHER THE CONSORTIUM, NOR ANY OF ITS MEMBERS OR SUBMITTERS, SHALL HAVE ANY LIABILITY WHATSOEVER TO ANY IMPLEMENTER OR THIRD PARTY FOR ANY DAMAGES OF ANY NATURE WHATSOEVER, DIRECTLY OR INDIRECTLY, ARISING FROM THE USE OF THIS SPECIFICATION.

### F.2 – Additional Notice to be Included When Necessary Claims are Identified

When material for which a third party has identified Necessary Claim(s) is included in a draft or final specification, the material must be formally submitted to IMS/GLC, and a notice substantially as follows shall also be included in the front matter of specification documents:

The Consortium draws attention to the fact that it is claimed that compliance with this specification may involve the use of a patent concerning [Subject Matter (name of what is being used)] given in [Subclause (where it is used)]. The Consortium takes no position concerning the evidence, validity or scope of such patent rights.

The patent holder has assured the Consortium that it is willing to license patent rights it owns or controls which would necessarily be infringed by any implementation of this specification to those licensees (Members and non-Members alike) desiring to implement this specification. The statement of the patent holder to such effect has been filed with the Consortium. Information may be obtained from:

[Name of Holder of Right]  
[Address]

Attention is also drawn to the possibility that some of the elements of this specification may be the subject of patent rights other than those identified above. The Consortium shall not be responsible for identifying any or all such patent rights.

In addition, if the patent holder refuses to license the material, the following text should be added:

The holder of patent rights has refused a request by the Consortium that it agree to make a license available for the purpose of implementing this specification. Information may be obtained from:

[Name of Holder of Right]  
[Address]

### **F.3 – Additional Notice to be Included When Copyrighted Material is Identified**

When material for which a third party holds copyright is included in a draft or final specification, permission to use the material must be obtained from the source, and a notice substantially as follows shall also be included in the front matter of specification documents:

Please note that the [name of copyrighted material] referred to in [location in specification] of this specification, is [published, released and maintained, under development, etc.] by [source]. IMS Global Learning Corporation has made no inquiry into whether or not the implementation of [the copyrighted material] would infringe upon the intellectual property rights of any third party. For further information, please consult [POC for source].

## Appendix G – References

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- CEN/CENELEC Internal Regulations – Part 2: Common Rules for Standards Work  
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- CEN/CENELEC Internal Regulations – Part 4: Certification <http://www.cenorm.be/boss/supmat/rd000.htm>
- CEN Optimization Process <http://www.cenorm.be/boss/supmat/guidance/gd045.htm>
- (CEN) Guidance on the Planning of a Programme of Work of A Technical Committee  
<http://www.cenorm.be/boss/supmat/guidance/gd025.htm>
- IEEE “What you need to know about IEEE Standards and the Law”
- IEEE Standards Companion <http://standards.ieee.org/resources/index.html#guides>
- IEEE-SA Standards Board Operations Manual <http://standards.ieee.org/resources/index.html#guides>
- IETF The Internet Standards Process – Revision 3 <http://www.ietf.org/rfc/rfc2026.txt>
- IETF Working Group: Guidelines and Procedures <http://www.ietf.org/rfc/rfc2418.txt>
- “The IMS Specification Development Process,” Steve Griffin and Pedro Hernandez-Ramos  
<http://www.imsglobal.org/feature/specprocess.html>
- W3C World Wide Web Consortium Process Document <http://www.w3c.org/consortium/process-20010208>
- W3C Conformance Testing and Certification Model for W3C Specifications – Working Draft 2 Jan 2002  
<http://www.w3.org/QA/2002/01/Note-qa-certif-20020102.html>

## About This Document

<b>Title</b>	IMS Technical Board Policies and Procedures
<b>Authors</b>	Ed Walker (Editor), Lisa Mattson, Kevin Riley, Colin Smythe, Steve Griffin
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<b>Purpose</b>	This document describes the organization and administrative processes that the IMS Technical Board uses to charter, develop, and maintain specifications.
<b>Document Location</b>	The document is available at: <a href="http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo/folderFrame/100038/0/def/222a">http://members.imsglobal.org/forum/ims/dispatch.cgi/f.imsmemberdo/folderFrame/100038/0/def/222a</a>
<b>Distribution List</b>	This document is distributed to all IMS Contributing Member organizations for use by their representatives participating in IMS Technical Board activities.

## Revision History

<b>Version No.</b>	<b>Release Date</b>	<b>Comments</b>
Draft 1.0	12 May 2002	Draft for Comment.
Version 1.0	04 July 2002	Released Document.
Version 2.0	08 November 2002	Released Document incorporating changes to organization of requirements and development committees.
Version 3.0b	9 July 2004	Draft for comment incorporating changes to voting procedures and IPR procedures.
Version 3.0c	11 January 2005	Added specification disclaimer statement information (Appendix F). Updated sections about the roles of SIGs and Project Groups in implementation and development activities.