



# Overview of Technical Board Policies and Procedures

9 July 2004

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# Outline

- Technical Advisory Board Organization
- Voting, Meetings, Forums
- Processes
  - Chartering
  - Development
  - Maintenance
- Intellectual Property Management

# Objectives of Policy

- Be responsive to member requirements and adopter feedback
- Prioritize work by breadth of impact
- Balance flexibility, efficiency, and fairness
- Make all information accessible to members
- Maintain technical quality and utility

# TAB Governance

- Technical Advisory Board
  - Approves Charters and Final Release of technical documents
  - Reviews drafts and maintenance updates
  - All members have an equal vote
  - Decisions require a quorum and a super-majority
- Board of Directors
  - Final approval of TAB decisions
  - Dispute resolution
  - Decisions require a majority

# TAB Organization

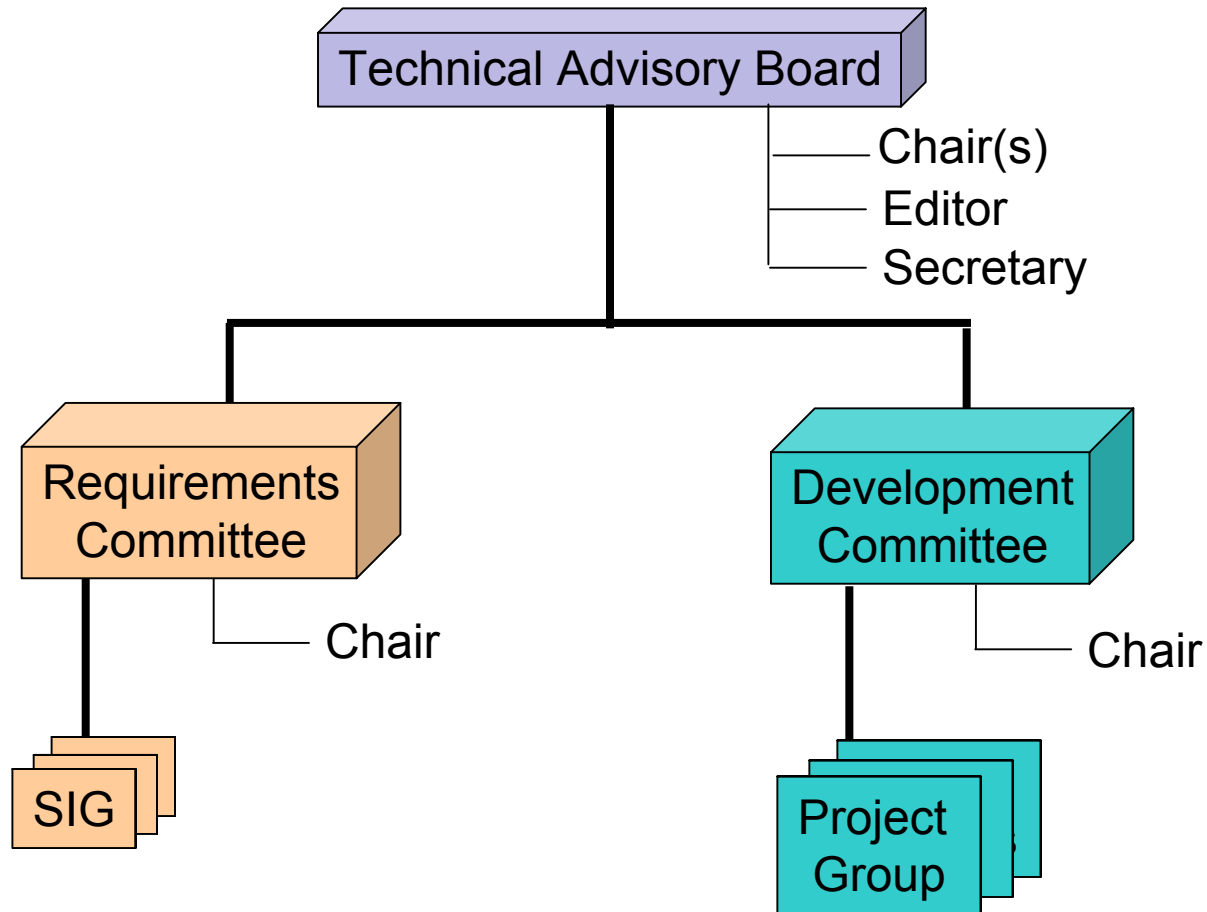


Diagram 1

# Requirements Committee; SIGs

- Open to all contributing members
- Gathers requirements and constraints from end users, suppliers, consumers, and other consortia
- Guides Charter production
- Supports SIGs to
  - Evaluate need for new or revised specs
  - Monitor and provide feedback on released specs
  - Interface with other organizations
- (Chair supplied from IMS Staff)

# Development Committee; Project Groups

- Open to all contributing members
- Finalizes work plans for approved Charters
- Guides document development
- Supports Project Groups to
  - Develop technical documents
  - Conduct TAB review and voting
  - Distribute Public Drafts and Final Releases
- (Chair supplied from IMS Staff)

# Chartering

- Any member can produce and submit a Charter (templates available)
- Typically SIGs form to produce Charters with feedback from other members and IMS staff develop Charters
- Approved Charters are forwarded to the Development Committee and a public summary is posted to the web site.
- TAB approves all Charters and work is scheduled by the Development Committee before development begins
- Charters that are not approved may be revised and resubmitted.

# All Charters Require

- Chair and Secretary of the group proposing the Charter.
- Summary description of proposed work.
- Requirements and intended impact of the activity.
- List of participants committed to work on the Project.
- Balanced consumer and producer participation.
- Use case(s).
- Impact on other specs and profiles
- Milestone schedule and task breakdown.

# Development

- Development Committee finalizes a work plan for approved Charters and schedules development
- Project group submits successive drafts for review
  - Base Document
  - Public Draft
- Public Group submits Final Release for TAB approval
- Final Release document is posted and distributed
- Project Group disbands and/or becomes a SIG to monitor use and feedback

# Development Process

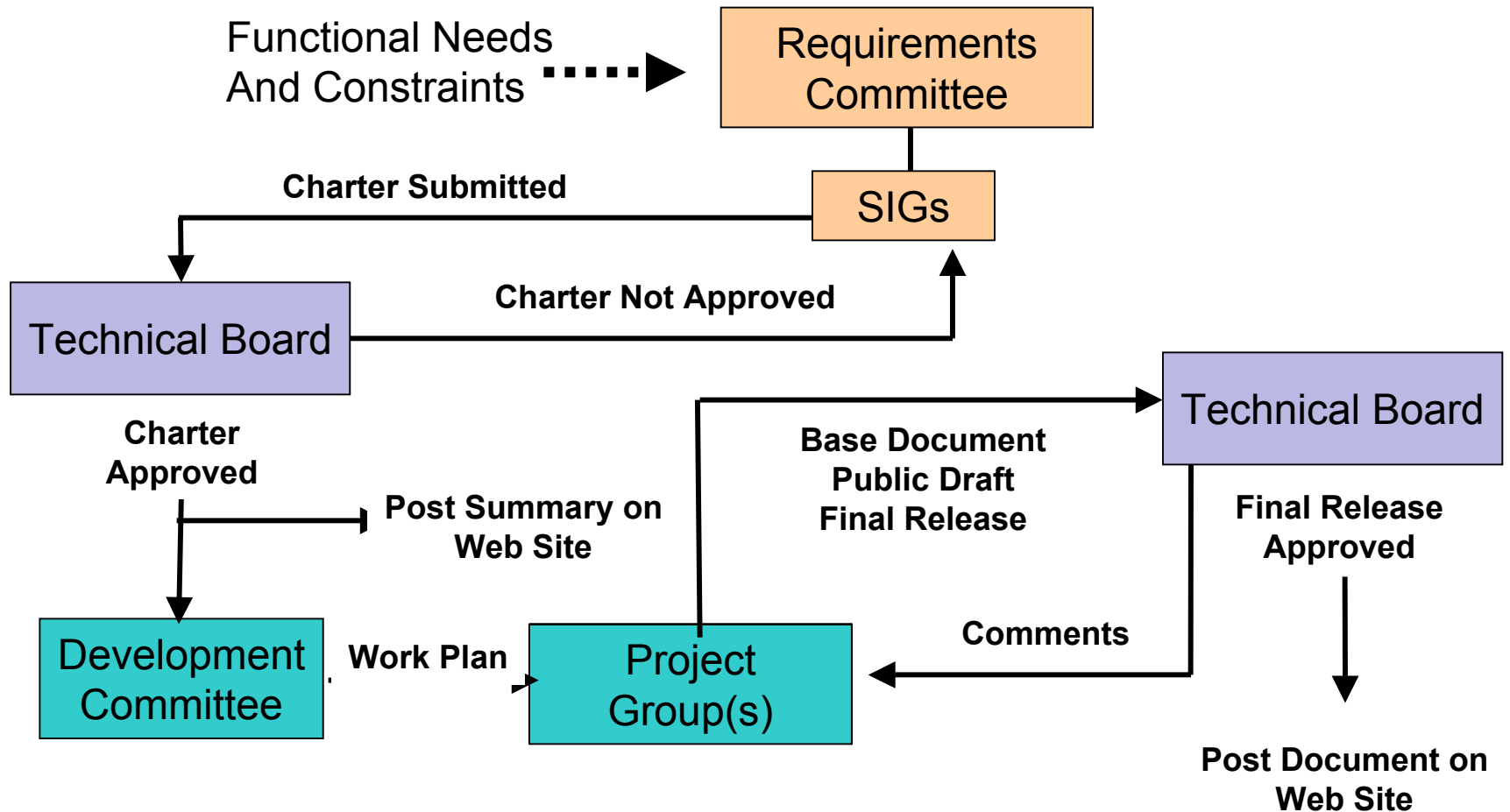


Figure 2

# Process Timeline

- Charter production - approx. 1 month
- Document Development - approx. 6 months
  - Base Document; TAB Review - 2 months
  - Public Draft; Public comment - 2 months
  - Final Release; TAB Vote - 2 months

# Maintenance

- Reports of issues, errors and omissions are made to the Public Website.
- TAB Editor consults with SIGs, spec developers, and others to classify reports
- Changes which do not require a functional change are released as Version n. m. x+1 updates after a 2-week review by the TAB
- Any substantial comments during review are evaluated by TAB chairs to determine a course of action
- Changes which do require a functional change are sent to the Requirements Committee for chartering as projects to produce Version n+1 or Version n, m+1 releases

# Maintenance Process

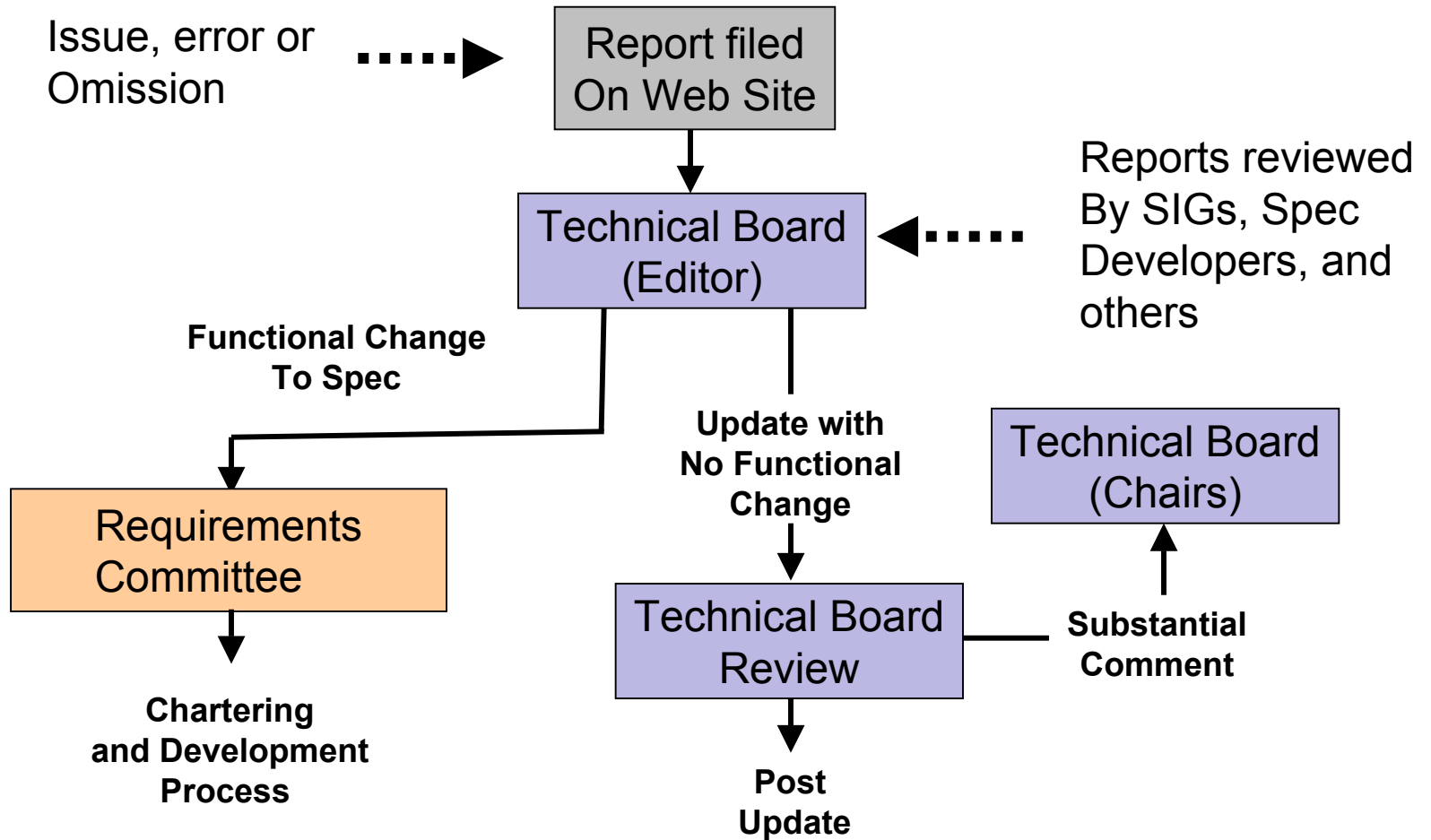


Diagram 3

# Maintenance Timeline

- No functional change - 30 days.
  - (subject to urgency and resource availability)
- Functional Change - 7 months or less
  - Normal Chartering and Development Timeline
  - Accelerated schedule may be appropriate

# Lifetime of SIGs and Project Groups

- SIGs - Start when one or more members request web resources and continue as long as
  - A moderator/chair actively directs SIG discussion
  - The number of participants and level of activity merits continued use of resources
  - Specifications related to the SIG are active
- Project Groups - Start when a Charter is approved and work is scheduled and end when
  - Products specified by the charter are delivered, or
  - Technical Advisory Board terminates Project

# Other Documents

- White papers, study reports, etc. may be produced for internal use by informal groups or by Project Groups formally chartered by the Technical Advisory Board. Production process, approval, and timeline for these documents is ad hoc.

# Intellectual Property Management

- To protect against infringement of non-IMS IP
  - Patent call starts all meetings
  - Participants in Project Groups must declare and state terms of use for any infringed IP when Public Draft is published
  - Members and others must declare and state terms of use for any infringed IP within 45 days after Public Draft is published
- To ensure rights to use any contributed IP
  - Submitters are required to state terms of use when submitting IP for possible use
  - RAND terms are required; royalty free is encouraged

# Current Holders of TAB Positions

- Technical Advisory Board
  - Co-chair: Mike Halm (Penn State Univ.)
  - Co-chair: Fabrizio Cardinali (GIUNTI Interactive Labs)
  - Secretary for TAB: Tracy Benoit (staff)
  - Editor for TAB: Alex Jackl (staff)
- Requirements Committee
  - Chair: Steve Griffin (staff)
- Development Committee
  - Chair: Colin Smythe (staff)