X3T10 Standards Development Policy and Procedure
Proposed
9/2/94

Background:

The bulk of X3T10 projects and resources are directed towards the computer industry. This industry is characterized by dynamic growth, diverse applications, exponential performance growth rates, fierce competition, and short product life cycles. As a key and central aspect of these characteristics, the customers demand standards. Timeliness is paramount. Consequently it makes little difference whether the standards be de jure or de facto as long as they are responsive.

Although there has been tweaking at the margins of the X3 process there has been no major overhaul to adjust to the dynamics of our industry. It is important for us to align our process with the facts of the industry. At the same time we must maintain the safeguards of due process that have been a hallmark of X3. The following Policy and Procedure is defined to achieve both needs.

Policy:

It is the policy of X3T10 to: focus standards development within the defined scope of X3T10; control the development schedule to achieve timely publication; and to provide regular updates of adopted standards which need enhancements to fuel advancements in the industry. It is also the policy of X3T10 to tailor the activity within the general provisions of the X3 Policies and Procedures.

Procedures:

Introduction:

These procedures are in accordance with the X3-SD2. They add additional definitions which facilitate timely, proactive standards within the scope of X3T10.

Project Initiation:

A proposal for a new project may be made by any participant of X3T10. The proposal can take any form that the proposer thinks will be effective in persuading the committee that it is a worthy project. Preliminary discussion of the merits of the project should include both E-Mail and Plenary discussion.

If a majority of the membership does not object to the initial proposal, the Chair shall authorize a study effort to assess the requirements for the proposed standard, to generate a schedule for the development and publication, and to develop working papers. Although the study effort in terms of ad hoc or working group meetings will require

regular re-authorization, there is no requirement for participants to stop development work unless an actual new project proposal is rejected by the OMC and/or X3.

When the study effort has developed a new project proposal in accordance with the X3 SD-3, X3T10 should take a forwarding action on the new project proposal. The dpANS should not be forwarded ahead of the approval of the new project by the OMC.

If a majority of the membership does object to the initial proposal, remaining proponents are free, but not necessarily encouraged to seek additional support for the proposal or to adjust the proposal to better fit the views of X3T10. The proposer can also move the adoption of the proposal for a new project in spite of formidable odds against its adoption.

There are also some special circumstances for the automatic initiation of new project study programs as outlined later in these procedures. The automatic initiation is a pivotal aspect of the regular publication policy.

Project Control:

The Chair shall appoint subject to approval by a simple majority a project leader for each new project for which the Chair has authorized a study project and/or which has been approved by X3. The project leader may or may not be the document editor. The project leader shall be responsible for providing a progress report including schedule adherence, key issues, and corrective actions at each plenary.

The document editor shall be responsible for maintenance of the document reflecting agreements of X3T10. As a part of that responsibility, the document editor shall make available at each meeting a listing of specific items (a portion of the document covered by a numbered individual proposal [e.g. Caching Page change proposal X3T10/99-8357]) accepted but not yet included in the current working document.

Working Document Acceptance:

When a revised or new document is moved for acceptance, the project editor, or proposer if there is no project editor, shall identify the technical changes which are newly included in the revision to be accepted. The identification can take the form of a listing of item document numbers which are newly incorporated. This requirement is facilitated by the fact that the project editor is not authorized to make technical changes without submitting an item proposal as would any other participant. For technical items which are instigated verbally through a meeting motion rather than an item paper, such items shall be identified by reference to the meeting minutes document number. Since working document acceptance is not final action, only a simple majority is required for acceptance.

Working Document Stabilization:

There can be significant expense involved to test a standard. Since the burden for testing falls on a voluntary membership, it is important that X3T10 assist this process by providing guidance as to the stability of a dpANS. While there is no requirement that this be indicated ahead of a forwarding vote, for complex projects, X3T10 should take a vote to stabilize when they judge the dpANS ready for testing by implementors. Since the goal is prompt publication, the reason for a stabilization period is to prepare for publication while confirmation testing is carried out. The required vote for stabilization is a majority of the membership (this includes 2/3 of those voting). While stabilized the following special voting rules apply:

1) Correction of a technical error shown by inspection or testing to be classified as a technical error - simple majority

2) Correction of an editorial error - no vote required

3) Inclusion of a previously accepted item which is on the Editor's List of Accepted Items but not yet edited into the document - no vote required

4) Inclusion of a previously accepted item which is not on the Editor's List of Accepted Items but not yet edited into the document - simple majority

5) Inclusion of a new item - majority of the membership

6) Inclusion of "better wording" - simple majority

7) Change from stabilized to unstabilized - majority of the membership

Automatic Initiation of a New Study Effort:

The purpose of this section is to facilitate agreement to publish a sound standard and yet account for the need for evolutionary enhancements. There are three periods in the processing of a dpANS which are subject to the automatic initiation: Stabilized Period; Public Review; and X3 Letter Ballot. The latter two periods shall be interpreted as commencing with X3T10 forwarding and ending with provision of the standard to the BSR.

If during the stabilization period a new item receives a simple majority but not a majority of the membership, a follow up vote shall be taken to initiate a study effort for a dpANS - (n+1). The study effort is authorized with a simple majority. Any other subsequent items which receive a simple majority but not a majority of the membership are automatically assigned to the study for dpANS - (n+1). Note that "study" may be a full fledged development effort depending upon the availability of resources. For dpANS

- (n+1) studies, a preliminary schedule for publication should be targeted early in the study.

If problems develop such that X3T10 destabilizes a project, any dpANS - (n+1) items are then eligible for consideration in dpANS - (n).

Comments that arise in the Public Review and X3 letter ballot should be handled similarly to items arising during the stabilization period.

1) Correction of a technical error shown by inspection or testing to be classified as a technical error - simple majority determines if dpANS should be recalled for correction or if an errata should be published with the ANS.

2) Correction of an editorial error - no vote required

3) Inclusion of a previously accepted item which is on the Editor's List of Accepted Items but left out of the document - automatic new study effort or automatic inclusion on the dpANS-(n+1) list.

4) Inclusion of a previously accepted item which is not on the Editor's List of Accepted Items but not yet edited into the document - automatic new study effort or automatic inclusion on the dpANS-(n+1) list.

5) Inclusion of a new item - treated as a new proposal for dpANS-(n+1) or (7) applies

6) Inclusion of "better wording" - simple majority providing it does not cause additional public review or a new X3 ballot. Otherwise subject to (7)

7) Recall of the dpANS for any reason except (1) - majority of the membership

Machine Readable Revision Control:

X3T10 shall provide on a forward looking basis a means for software interrogation of the revision level of compliant standard implementations. X3T10 shall also by a majority of the membership determine which document revisions are deemed appropriate for reporting. There is no requirement for revisions ahead of stabilization to be required for reporting, but the revisions at stabilization and forwarding shall as a minimum be included in the appropriate list. For standards which become subject to the dpANS-(n+1) provisions the reporting shall accommodate a distinction of revisions extending throughout the series. In the case of layered standards, the physical layer revision provision may not be appropriate at that layer, however an upper layer protocol standard shall provide provision for the reporting of revisions of lower layers without the facility. This provision is included to facilitate the concept of regular publication.

Extensive Public Review:

In order to further facilitate the timely publication of standards, X3T10 shall proactively seek wide dissemination of proposals, issues, and documents not just during the formal and essentially too late Public Review but throughout the development process.

The Chair shall request volunteers to provide at least a X3T10 Internet Reflector. If appropriate, additional volunteers should be sought to provide Reflectors on a "dpANS-(n+1)" basis. If volunteers can not be found, consideration should be given to purchasing the service by a special assessment to the mailing fee. Admission to meetings, mailings, and reflectors shall be open to all that comply with X3T10 and Internet rules. In addition all accepted working documents shall be made available via an FTP sight providing a volunteer has provided that service. At the option of X3T10 a BBS may be used in addition to or in lieu of the Internet.

Press releases announcing new X3T10 projects shall include information on how to access at least the X3T10 principal reflector and/or BBS along with the information that is routinely included in new project press releases.

Revision of the X3T10 Policies and Procedures:

0) Adoption by a majority of the membership with immediate effectivity (but not implemented retroactively) and subject to amendment or cancellation if not ratified by X3.

1) Substantive change - majority of the membership with immediate effectivity (unless otherwise specified) and subject to subsequent ratification by X3.

2) Correction of an editorial error - no vote required

3) Inclusion of "better wording" - simple majority

4) Discontinuance of the Policy and/or Procedure for any reason except disapproval by X3 - majority of the membership with immediate effectivity.