

Accredited Standards Committee

National Committee for Information Technology Standards (NCITS)

Doc. No.: T10/99-271r1

Date: September 13, 1999

Project:

Ref. Doc.:

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T10 Electronic Procedures

This document, upon approval, establishes a procedure for the T10 Technical Committee, its sub-groups, and affiliated activities regarding the usage of electronic means for notification of meetings and conducting business. This procedure is intended to supersede the procedure documented in T10/95-146r2.

A member is any principal, alternate, or observer as recorded in the T10 attendance database at the point in time that the notification is sent.

1. Means of notification and distribution

T10 meets its requirements for notification and distribution through the use of electronic means. Each member shall provide an email address that is accessible through the internet.

The primary means of notification and distribution is the T10 reflector. Each member is responsible for subscribing to this reflector (see clause 6.). In addition, each member shall provide his or her current email address to the chair of T10 for inclusion in the committee attendance database. This database is used for letter ballot notification.

2. Notification of meetings and teleconferences

At least seven days prior to the conducting of a teleconference all members shall be notified of the event by posting a notice to the T10 reflector. It is recommended that the notice be posted at least fourteen days prior to the event to allow time for transmission, holidays, weekends, and access to the medium.

The notice shall contain the date, time, phone number, and any other pertinent access information. In addition a contact person shall be named and his or her telephone number provided for anyone desiring further information. The notification shall specify the subject of the meeting and contain a statement of the meeting objectives or an agenda.

At least fourteen days prior to the conducting of a meeting all members shall be notified of the event by posting a notice to the T10 reflector. It is recommended that the notice be posted at least thirty days prior to the event to reduce travel costs.

The notice shall contain the date, time, and location of the event. In addition a contact person shall be named and his or her telephone number provided for anyone desiring further information. The notification shall specify the subject of the meeting and contain a statement of the meeting objectives or an agenda.

A secondary place to obtain meeting information is on the meetings web page of the T10 web site:

<http://www.t10.org/meeting.htm>

3. Electronic letter ballots

T10 routinely uses letter ballots in the conduct of its activities. Letter ballots are sent to all principal and alternate T10 members using the email address in the attendance database. This transmission constitutes both the transmittal of the letter ballot to the principal members and notification to the alternate members of the letter ballot. The letter ballot shall contain 1) any reference documents, 2) shall reference the appropriate committee mailing,

or 3) shall include the electronic location (URL) of any reference documents. In the latter case, the reference documents shall be made available electronically on the T10 FTP site or other suitable site.

The preferred voting method on letter ballots is via the members-only portion of the T10 web site (<http://www.t10.org/members/>). When letter ballots are open, voting forms will be posted at this URL, one form for each open ballot. An alternative voting method is to return the ballot notification email to lohmeyer@t10.org with the ballot form filled in.

4. Distribution of meetings minutes

The facilitator of the meeting or teleconference should distribute minutes of the activity within ten working days of the conclusion of the event. Minutes shall be assigned a T10 document number and, if feasible, should be posted to the T10 reflector in ASCII format. When not feasible to convert to ASCII format, a notice shall be posted to the T10 reflector giving the URL of the file containing the minutes.

The minutes shall contain a list of participants and sufficient detail that a member familiar with the activity can be adequately informed of the progress made.

5. Distribution of documents

Documents or announcements of the URL of documents posted to the T10 reflector are considered to have met the two week rule for taking action if the posting date is at least two weeks prior to the start of the meeting. It is the responsibility of the author of a document to obtain a T10 document number and to provide the source and/or PDF file for posting on the T10 FTP site prior to posting the announcement. The author should verify that the document is properly posted prior to posting the URL to the T10 reflector.

The PDF file will be posted on the T10 FTP and web sites. The source file, if provided, will be archived. Source files are needed when the PDF file is not provided or when a PDF file must be re-created (because of new PDF formats, corrupted files, incompatible PDF options, etc.). Source files are also useful when derivative works are created. Source files are usually NOT posted on the T10 FTP and web sites.

T10 document numbers may be obtained by sending an email to lohmeyer@t10.org. The email should include the author's name and the one-line description of the document. A document number will be emailed back promptly.

6. Reflectors and electronic sites

The current T10 reflector is t10@t10.org. This reflector is open to anyone and may be joined by sending email to majordomo@t10.org with the following line in the message body:

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subscribe t10
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The T10 FTP site is <ftp://ftp.t10.org/> and the T10 web site is <http://www.t10.org/>. Documents to be posted on the FTP site may be emailed to lohmeyer@t10.org as attachments or may be uploaded to the <ftp://ftp.t10.org/incoming> directory. When uploading a document on the T10 FTP site, also send an email to lohmeyer@t10.org to indicate that the document has been uploaded; please include the exact file name and URL information.