DMTF Alliance Partner & Academic Alliance Partner Process

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Introduction

This document defines the DMTF alliance process for an Alliance Partner and Academic Alliance Partner. This includes the creation of a Work Register between the Alliance Partner and the DMTF. Work registers are used within the DMTF to formalize our relationship with an Alliance Partner organization. This document defines how an Alliance Partner Work Register is created and maintained, including the sequence of steps that are required before a Work Register is approved and the Alliance Partner is established. It also defines the process for collaborative development of standards for management interfaces that utilize DMTF technologies. This document specifies the process for approving an Academic Alliance Partner.

This document was prepared by the Executive Committee.

DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems management and interoperability. For information about the DMTF, see http://www.dmtf.org.

DMTF Alliance Partner & Academic Alliance Partner Process

1   DMTF Work Register

The DMTF Work Register is a document that is created between the DMTF and one or more Alliance Partner organizations to formally define the scope, benefits, and deliverables of the Alliance Partner relationship. Work registers help the DMTF and its partners to coordinate efforts to achieve common goals and objectives.

This document formalizes the Alliance Partner work process by defining the process for establishing a new Alliance Partner relationship and corresponding Work Register.

This document explains the roles and responsibilities of the parts of the DMTF organization during the approval process. It also specifies the steps required to approve a new Work Register or to update an existing Work Register.

In ANNEX B, there is a reference for the Work Register template.

2   Roles and responsibilities

This clause of the document defines the roles and responsibilities of one or more Alliance Partners, as they pertain to the Work Register creation or maintenance process.

In the event that the VP of Alliances is unavailable, the vice chair of the Alliance Task Force may temporarily act in their stead with respect to the processes defined in this document provided at least three other DMTF Executives have given their approval. This document is also subject to the rules and responsibilities specified in DSP4014.

2.1   Alliance partner

The DMTF forms an Alliance Partner relationship with one or more Alliance Partner organizations through a Work Register. Contacts within the Alliance Partner organizations are needed to jointly develop the contents of the Work Register. These contacts are typically representatives of the board for the Alliance Partner organization.

2.2   Work Register owner

The Work Register owner coordinates the creation of the draft Work Register with the partner organization. The Work Register owner is responsible for forming the initial relationships with members of the potential partner organization and for delivering a Work Register in a timely manner.

Once the Work Register has been approved by both organizations the Work Register owner is responsible for:

- Providing a list of Alliance Partner contacts to dmtf-requests@kavi.com for inclusion in the alliance-partner@dmtf.org email list and membership in the *Alliance Partner Working Group*.

- Providing PR contact information for the Alliance Partner to press@dmtf.org so that press announcements for the new Alliance Partner can be coordinated

2.3   DMTF Committees

The DMTF Committees and other Bodies are responsible for the technical, marketing, and interoperability content of the Work Register. The Committees are responsible for the coordination with other DMTF Bodies to ensure that the Work Register is complete and that any milestones are feasible in the proposed timeframe. Alliances are originated on the basis of specific work with the external organization. This work could encompass multiple Bodies and may need to be approved by all the stakeholders involved. One Body is designated as the Originating Body for purposes of owning and approving the Work Register. This is most likely the Alliance Task Force. The Work Register owner is required to be an active member of the Alliance Task Force. Work Register adoption requires Alliance Task Force approval. The Work Register also needs approval by any Body which has work identified in the Milestones section of the Work Register. Once a Work Register has been approved at the Committee level by all involved Committees, the Work Register is presented to the DMTF Board of Directors.

2.4   Working groups

Working Groups help to define the milestones that are specified in the Work Register. They may propose additional milestones that are missing from the Work Register. They provide feedback on any completion dates that are targeted for their area based on available resources and priorities. This information is communicated to the appropriate Committee through the working group chair.

2.5   DMTF Executive committee

The DMTF Executive Committee works with the VP of Alliances and the Work Register owner once the draft Work Register is approved by the Bodies to schedule formal approval by the Board of Directors after approval by the Executive Committee.

2.6   DMTF Board of Directors

The DMTF Board of Directors is responsible for the strategic content of the Work Register. The board evaluates the Work Register from a business perspective. Work Register adoption, which establishes the Alliance Partner, requires Board approval. The board resolution and date of approval are recorded in the Work Register, which is then posted on the Work Register public site.

2.7   Vice President of Alliances

The VP of Alliances is responsible for cultivation and growth of DMTF Alliance Programs in order to minimize overlap or conflicts with other Standards Development Organizations and relevant management forums while maximizing impact and relevance of DMTF actions and specifications in the management industry at large.

The VP of Alliance is responsible for working with the Work Register Owner and shepherding them through the process of getting the Work Register approved initially and updated on a regular basis.

3   Work Register approval process

This clause of the document defines the Alliance Partner Work Register approval process.

3.1   Proposing a new Work Register

Work Registers can be proposed by an external organization or by a Board or Leadership member company within the DMTF. External Work Register proposals are coordinated through

the board of the potential new Alliance Partner organization and are assigned a Work Register Owner by the VP of Alliances.

The proposed Work Register is created using the Work Register Template. The initial draft of the Work Register is coordinated within the DMTF by the Work Register owner in conjunction with the VP of Alliances. The Work Register Owner and the potential Alliance Partner representatives revise the draft Work Register.

Once the draft Work Register is ready, the DMTF VP of Alliances may request a conference call with the potential Alliance Partner representatives to ensure that the draft Work Register is complete.

Once the draft Work Register is complete, it is sent to the Bodies and Committees through the chairs for socialization and feedback. This helps to promote information exchange between the Bodies & Committees and helps to avoid mistakes in the Work Register. Feedback from the non-originating Bodies can be directed to the chair of the Originating Committee and the VP of Alliances, where the draft Work Register is balloted for approval.

3.2   Work Register approval

The draft Work Register is submitted for approval to the Originating Committee following the normal ballot process. This allows the working groups to provide feedback and commit to any deliverables that are specified within the Work Register. If multiple Bodies own deliverables in the draft Work Register, the Work Register may be balloted in parallel in the non-originating Bodies at the discretion of the chair.

After the Originating Committee has approved the Work Register, it is balloted for approval by the board. The board may choose to have a conference call with the representatives from the potential Alliance Partner as part of the approval process.

Once the board has approved the Work Register, the Work Register owner sends the approved Work Register to the potential Alliance Partner organization. The potential Alliance Partner must acknowledge acceptance of the Work Register. Acceptance formally establishes the Alliance Partner. Approved Work Registers shall include the board resolution and date of approval and are posted on the Work Register public site and checked into CVS.

An email alias shall be created which the Alliance Partner can use to contact the DMTF for queries (e.g. bbf-alliance@dmtf.org). The alias shall include the VP of Alliances and a member of the DMTF administrators. The alias may include DMTF Board and Leadership level members and designated members of the working bodies mentioned in the work register.

Any changes to the approved Work Register by the potential partner organization shall be re-balloted through the Originating Committee. The DMTF Board approves significant changes. Changes of alliance representatives and their email addresses do not require Board approval.

When the Work Register has been approved by both organizations, a formal press release regarding the new Alliance Partner may be announced. The DMTF VP of Alliances will work with the Marketing Committee to coordinate announcements of the alliance formation and completion of significant milestones.

4   Updating an approved Work Register

Work Registers should be updated at regular intervals as deliverables are completed and the alliance partner evolves and the VP of Alliances coordinates the updates. Work Register updates are performed by the Work Register Owner and should be done at a minimum of once every 24 months. Work Register updates to adjust deliverables require approval of the Originating Committee, any other affected Bodies, and the Alliance Partner organization.

Work Register updates that extend the scope of the Alliance Partner relationship, such as extending the relationship to include additional DMTF working groups, require the approval of the Originating Committee, the DMTF Board, and the Alliance Partner organization.

4.1   Alliance Partner removal

Alliance Partner removal may be required if the partner organization disbands or otherwise fails to maintain the relationship. The VP of Alliances or a member of the DMTF executive committee can also recommend that an Alliance Partner be removed if the relationship stagnates and progress is not made on the milestones within the Work Register review period. Alliance Partners can be dissolved when the deliverables in the Work Register are complete and no further deliverables are required.

Alliance Partner removal requires DMTF Board approval.

5   Standards development

Alliance Partners may develop management standards that utilize DMTF technologies. This may be done jointly with the DMTF or the DMTF may delegate the work to the Alliance Partner. The standards may be existing standards developed by DMTF that the Alliance Partner wishes to expand to the information management domain which is the focus of their organization. Alternately, the partner may choose to develop new standards specific to their information management domain. These options are not exclusive. In the course of developing a new standard, the Alliance Partner may leverage existing standards owned by DMTF and, in the course of doing so, find it necessary to make changes to those standards to enable reuse. This clause describes the process Alliance Partners should use in order to work with the DMTF for either type of standards development activity. Note that Alliance Partners are not required to develop management standards utilizing DMTF technologies. The Alliance Partner may be established for other reasons such as the development of complementary standards or joint marketing.

5.1   Definitions

Joint standards development is defined as work between the DMTF and one or more Alliance Partners.

Delegated standards development is defined as work the DMTF has delegated to an Alliance Partner where an Alliance Partner agrees to the DMTF delegation rules for standards development. The resulting work is typically governed and maintained by the Alliance Partner.

Rules for delegated work are expressed in the Alliance Partners' Work Register which should include a review of the delegated standard to ensure it falls within the specified scope. The Work Register template provides further guidance for this.

The Work Register should also identify the IP Policy established for that work and whether the resulting work will be submitted to an accredited standards organization, e.g., ANSI, ISO.

A Work Register may contain both joint and delegated standards development work. Development of new standards is detailed in clause 5.2. In the course of doing either joint or delegated standards development, an Alliance Partner may determine that changes to an existing standard owned by the DMTF are desirable. Clause 5.3 details the process for such changes.

5.2   Development of new standards

If an Alliance Partner undertakes the development of a new standard or standards that utilize DMTF technologies, the Work Register established between the DMTF and the Alliance Partner

details the expected deliverables. There are broadly three categories of standards an Alliance Partner may wish to develop.

For each standard, or type of standard, developed by the Alliance Partner that leverages DMTF technologies, the following table (one row per standard) shall be specified within the Work Register.

Table 1: Alliance Partner standard development template

AP Id	Desc	Info Mgt Domain	Lead Org	Governing IP Policy	Copyright Holder	Developing Org	Maintaining Org
1.	2.	3.	4.	5.	6.	7.	8.

1. AP Identifier is a unique identifier assigned to a standard by the Alliance Partner. For the DMTF standards this is a DSP number unless the standard is the CIM schema. Initially, this may specify a group of standards, e.g., profiles, but is replaced by one line for each discrete standard as it is identified.

2. Description summarizes the standard that is identified by the AP Identifier.

3. The DMTF is actively developing standards for management interfaces covering a number of information management domains. It is desirable to coordinate these activities with and across Alliance Partners to avoid redundant efforts and improve the interoperability of management interfaces. The information management domain identifies the technology area covered by the standard. For example, the Work Register between SNIA and DMTF might identify the information management domain as storage. The Work Register between TGG and DMTF might identify the information management domain as Non-IT data center equipment and facilities.

4. The Lead Organization identifies the body within the DMTF or the Alliance Partner that is actively working to develop the standard. The purpose of providing this information is to facilitate participation by individuals wishing to contribute to a standard in a particular space in the correct body.

5. Governing IP Policy indicates whether the IP policy of the DMTF or Alliance Partner will govern the standard.

6. Owning organization indicates whether the DMTF or Alliance Partner will own the completed standard.

7. Developing organization indicates whether the DMTF or Alliance Partner will develop the standard.

8. Maintaining organization indicates whether the DMTF or Alliance Partner will be responsible for maintaining the standard.

An example of a completed Alliance Partner Standard Development Template for the fictitious Alliance Partner *XYZ* is shown in Table 2. The example is an Alliance Partner developing standards for managing networks where the Alliance Partner plans to develop and submit schema to the DMTF, while developing and maintaining profiles itself. The AP Identifier in this example represents a group of profiles. As the work progresses and each discrete profile is identified, this line is replaced by one line for each discrete profile.

Table 2 : Example of completed Alliance Partner standard development template

AP Id	Desc	Info Mgt Domain	Lead Org	Governing IP Policy	Owning Org	Developing Org	Maintaining Org
xyz_ schema	schema	Networking	XYZ	DMTF	DMTF	XYZ	DMTF
Network Device Profiles	Profile group	Networking	XYZ	XYZ	XYZ	XYZ	XYZ

5.3   Requesting changes to existing standards

During the course of the standard development process, an Alliance Partner may determine that changes to an existing standard owned by the DMTF are desirable. The following outlines the process for requesting those changes in the DMTF.

5.3.1   Initial submission

The Alliance Partner initiates the process of requesting changes as defined in the milestone section of the Work Register.

Note that the agreement governing the submission of feedback via this portal does not differentiate between the providing of feedback on behalf of an individual, an individual's company, or an Alliance Partner. An individual submitting feedback on behalf on an Alliance Partner is responsible for ensuring they comply with the Alliance Partner's rules regarding the sharing of information with and representation of the Alliance Partner to other organizations, including the DMTF. Any feedback submitted via this portal on behalf of an Alliance Partner shall be free of any restrictions or encumbrances unless these have been previously agreed to by the DMTF and Alliance Partner in the course of creating the Work Register.

It is recommended that the Alliance Partner requested changes use the DMTF Change Request (CR) Template and tools available at www.dmtf.org/standards/feedback/.

5.3.2   Review and incorporation

Feedback submitted via the portal will be forwarded to the body within the DMTF that owns the subject standard. After it has been reviewed, the chair of this group will contact the submitter using the email address provided with the submission. If further discussion of the submission is required, the group chair will work with the submitter to schedule a joint meeting between the group and the Alliance Partner. This joint meeting may be a teleconference or face to face meeting as agreed to by both organizations.

Possible reasons for having joint meetings are to reach consensus on proposed changes, to allow the Alliance Partner an opportunity to explain their request, or for the DMTF group to explain their disposition of the request. Multiple joint meetings may occur in the course of incorporating the feedback as the standard winds its way through the DMTF approval process.

Joint meetings between the group and the Alliance Partner will be governed by the DMTF IP policy. The IP policy or a link to a publicly available declaration of it should be included in the electronic communication used to announce the meeting whether this is via a website, electronic mail, or some other mechanism. At the outset of the meeting, the chair of the DMTF Body hosting the meeting is responsible for advising all participants of the DMTF IP Policy and informing the participants that their participation is governed by said policy. Participating individuals whose companies are not members of the DMTF will be required to verbally acknowledge acceptance of the DMTF IP policy in order to participate in the meeting in any form, including as silent

observers. If an individual whose company is not a member of the DMTF does not accept the IP policy, they are required to leave the meeting. If the individual continues to attend the meeting, the meeting shall not continue.

6 Liaison Statements

Some Alliance Partners communicate by exchanging Liaison Statements. Liaison Statements may be in-coming or out-going.

This clause specifies the process for handling both in-coming and out-going Liaison Statements.

6.1 In-coming Liaison Statements

An In-coming Liaison Statement is received from an Alliance Partner or other standards development organization. In-coming Liaison Statements may be informational or substantive. The Liaison Statement may:

- Be directed to the DMTF in general, or to a specific Working Body.

- Reference public document(s) released by the Alliance Partner

- Include documents from the Alliance Partner, which have not be published publicly

An informational Liaison Statement provides notice or information that the Alliance Partners believes may be applicable to the DMTF. The Liaison Statement may also suggest that the Alliance Partners document(s) be considered in the Working Body's on-going work.

For informational Liaison Statements, the Alliance Task Force shall forward the Liaison Statement to the chairs of the applicable Working Bodies and Committees.

A substantive Liaison Statement generally requests action(s) be performed by the DMTF.

For substantive Liaison Statements, the Alliance Task Force shall coordinate with the applicable Working Bodies and Committees on a response. The Alliance Task Force may create an out-going Liaison Statement in response, following the process in clause 6.2.

6.2 Out-going Liaison Statements

An Out-going Liaison Statement is sent to an Alliance Partner and may designate a specific working body within the Alliance Partner. Out-going Liaison Statements may be informational or substantive.

An informational Liaison Statement may:

- Provide notice or information to the Alliance Partners that a DMTF Working Body believes may be applicable to the work of the Alliance Partner

- May reference document(s) publicly posted by the DMTF

- May acknowledge the receipt of an in-coming Liaison Statement

For out-going informational Liaison Statements, the Executive Committee shall approve Liaison Statements, which reference only publicly available documents and approved information, and shall notify the Board of Directors of such approvals. Otherwise, the Liaison Statement shall be approved by the Board of Directors.

A substantive Liaison Statement may:

- Include statements regarding actions that the DMTF will perform

- Include documents that the DMTF has not posted, publicly.

Substantive Liaison Statements shall be approved by the Board of Directors.

7   Academic Alliance Partner approval process

This clause defines the process to approve an Academic Alliance Partner. The process starts with an applicant completing the application, which may be accepted or declined.

7.1   Application

The applicant completes an Academic Alliance Partner application, which is delivered to the VP of Alliances.

The Academic Alliance Partner application shall include:

- Name of Applicant

- University or Research Institution

- Applicant's position within university or institution

- Description of applicant's area of research

- Working group or forum which the applicant desires to participate

The VP of Alliances verifies the information in the Academic Alliance Partner application. The chairs of the specified working group or forum shall be contacted to determine the membership level which the applicant will occupy.

7.2   Applicant approval

The VP of Alliances shall present the applicant to the Executive Committee for approval. The presentation shall include the membership level of the applicant with the desired working group or forum.

After the Executive Committee has approved the application, the Executive Committee shall decide whether the applicant needs to be approved by the Board. The situations where Executive Committee approval is sufficient are:

- Applicant has been previously approved and the application is to change the university or research organization, position within institution, or the working group or forum in which the applicants desires to participate

- Applicant is from a designated research organizations, with which the DMTF has an established relationship

All applications not approved by the Executive Committee go to the Board for approval.

The Academic Alliance Partner applicant shall be notified whether the application is approved or not approved.

7.3   Academic Alliance Partner removal

From time to time, the VP of Alliances shall verify that the Academic Alliance Partner members:

- Applicant's Email address is still operational

- Applicant desires to continue the their Academic Alliance Partner membership

The VP of Alliances shall present the list of candidate of Academic Alliance Partner members to be removed to the Executive Committee for approval.

After the Executive Committee has approved the removal of an applicant, the Executive Committee decides whether the removal needs to be approved by the Board. The Board shall be notified of Academic Alliance Partner removals.

All removals not approved by the Executive Committee go to the Board for approval.

If reachable, the Academic Alliance Partner shall be notified of their removal.

ANNEX A
(informative)

Change log

Version	Date	Description
1.0.0	2004-05-11	T. Guay Initial draft for TC review
1.0.1	2004-05-28	T. Guay TC/MC feedback by ballot
1.1.0	2006-05	M. Carlson, update to define role for VP of Alliances, clarify decisions made by the Board, and allow alliances with Open Source organizations. Formatting changes
1.2.0	2007-10	Added Alliance Committee explicitly and remove specific list of other committees.
1.3.0	2008-06	A Merkin/E Stokes/J. Crandall, added process for joint & delegated development of standards.
1.4.0	2016-09	J Leung, added processes academic Alliance Partners.
1.5.0	2016-10	Added vice-chair ability to serve in the stead of VP of Alliances. Changed Committee to Task Force and committee to Body. Fixed capitalization. Changed introduction for consistency.
1.6.0	2016-11	Add clause describing the process for handling Liaison Statements.
1.7.0	2018.01	Modify to support more than on alliance partner

ANNEX B
Related documents

Additional information related to the organizational structure of the DMTF and its committees can be found in the DMTF bylaws.

Additional information related to the DMTF ballot process and working groups can be found in the DMTF Process for Working Bodies document.

A template for new or updated work registers can be found in Work Register Template.