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5 **Technical Committee (TC) Rules of Procedure**

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33 This document's normative language is English. Translation into other languages is permitted.

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CONTENTS

- Foreword 4
- Introduction..... 5
- 1 Scope 7
- 2 Normative references 7
- 3 Terms and definitions 7
- 4 Symbols and abbreviated terms..... 7
 - DSP number acquisition..... 7
 - Marketing involvement 8
 - Technical editing 8
 - Phase 1: Major scrub 8
 - Phase 2: Publication scrub 8
 - TC balloting process..... 9
- Publication 12
- 5 Tools..... 12
 - Guidelines for use of Kavi 12
 - Guidelines for use of Mantis..... 13
 - Guidelines for use of CVS 13
 - Guidelines for use of Webex 13
- 6 Technical Committee roster management 14
 - Minutes taking 14
- 7 TC announcements/passdowns 14
 - TC announcement page 14
 - Passdowns..... 14
- 8 Alias list 15
- 9 CVS 15
- 10 Chair, Co-chair, Vice-chair responsibilities 15
- 11 TC budget:..... 16
- ANNEX A (informative) Change log..... 17

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Foreword

68 The *Technical Committee (TC) Rules of Procedure* (DSP4016) was prepared by the Technical
69 Committee.

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

72 **Acknowledgments**

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- 74 • Robert Keyes – Wold Consulting

75

Introduction

76 This document defines the operational rules for the Technical Committee and provides guidelines for its
77 child bodies. The rules documented here are specific to the TC and child groups and may not be
78 referenced elsewhere. This effort aims to define the accumulated "undocumented knowledge" or lore of
79 the DMTF Technical committee and its operation to promote openness and clarity.

80 The processes outlined here are governed themselves by [DSP4014 2.1](#) and do not supersede DMTF
81 normative processes for DMTF working bodies.

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Technical Committee (TC) Rules of Procedure

85 1 Scope

86 The scope of the TC Rules of Procedure extends to the Technical Committee and its child bodies
87 (working groups, Forums and Incubators) where applicable it may also extend to temporary task forces
88 set up to address specific issues assigned to it by the TC.

89 2 Normative references

90 The following referenced documents are indispensable for the application of this document. For dated or
91 versioned references, only the edition cited (including any corrigenda or DMTF update versions) applies.
92 For references without a date or version, the latest published edition of the referenced document
93 (including any corrigenda or DMTF update versions) applies.

94 DMTF DSP4014, *DMTF Process for Working Bodies*
95 http://www.dmtf.org/standards/published_documents/DSP4014_2.1

96 3 Terms and definitions

97 In this document, some terms have a specific meaning beyond the normal English meaning. Those terms
98 are defined in this clause.

99 The terms "shall" ("required"), "shall not", "should" ("recommended"), "should not" ("not recommended"),
100 "may", "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described
101 in [ISO/IEC Directives, Part 2](#), Annex H. The terms in parentheses are alternatives for the preceding term,
102 for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that
103 [ISO/IEC Directives, Part 2](#), Annex H specifies additional alternatives. Occurrences of such additional
104 alternatives shall be interpreted in their normal English meaning.

105 The terms "clause", "subclause", "paragraph", and "annex" in this document are to be interpreted as
106 described in [ISO/IEC Directives, Part 2](#), Clause 5.

107 The terms "normative" and "informative" in this document are to be interpreted as described in [ISO/IEC](#)
108 [Directives, Part 2](#), Clause 3. In this document, clauses, subclauses, or annexes labeled "(informative)" do
109 not contain normative content. Notes and examples are always informative elements.

110 The terms defined in [DSP0004](#), [DSP0223](#), and [DSP1001](#) apply to this document.

111 4 Symbols and abbreviated terms

112 The abbreviations defined in [DSP0004](#), [DSP0223](#), and [DSP1001](#) apply to this document. Release
113 process

114 DSP number acquisition

115 Prior to beginning work on a DMTF Standard a DSP Identifier must be requested by the authoring body.
116 An email sent to ballot-request@dmtof.org along with an approved CR for the change to the DSP List is
117 sufficient for most documents. If the DSP request is for entirely new work, an accompanying presentation

118 is required. WG/Forum chairs or a designate must be prepared to present the new work to the TC prior to
 119 DSP assignment.

- 120
- 121 DSP Identifiers fall into the following ranges:
- 122 0001-0999 – Technical Specifications
 - 123 1000-1999 – Profiles
 - 124 2000-2999 – White Papers, Technical Notes, and other informational documents 3000-3999 –
 - 125 Working Group Charters
 - 126 4000-4999 – DMTF Process documents
 - 127 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts. 6000-
 - 128 6999 – Machine Readable Profiles
 - 129 8000-8999 – XML/XSD Schema Representations
 - 130 IS-0000 - IS-9999 – Informational Specifications

131 Note, profile specification naming must reflect the domain-specific context in the title for all non-CIM
 132 profile documents. For example [OVF+title+profile] or [CIMI+title+Profile] where the prefix is the
 133 contextual domain. These documents will be assigned DSP identifiers from the DSP02xx specification
 134 range.

135 **Marketing involvement**

136 Document editors should contact the Marketing Task Force when nearing completion of a deliverable that
 137 is worthy of messaging outside the DMTF. This ensures that educational documents, standards, and
 138 presentations are promoted and receive traction outside the DMTF to industry at large. Send notice and
 139 correspondence for marketing coordination to marketing@dmf.org.

140 **Technical editing**

141 Document editing is performed in two phases by the DMTF technical editing team. Phase 1 (major scrub)
 142 is performed on a DMTF Draft Standard, WIP document, or DMTF Informational Document prior to its
 143 beginning the release process. Phase 2 (publication scrub) is performed upon completion of the release
 144 process for all documents that are approved for release and publication outside the DMTF.

145 **Phase 1: Major scrub**

146 The major scrub is required for DMTF Draft Standards and DMTF Informational documents prior to
 147 entering the approval process. It is recommended that Work-in-Progress documents have a major scrub
 148 performed at the 0.95.0 WG version. The major scrub includes the following items:

- 149 • The document is made to conform to the current document template (DSP1000_1.2.3)
- 150 • This scrub is required prior to approval in the WG and submission for ballot in the TC so
- 151 that any required updates are folded into the document before being processed for
- 152 approval in parent bodies.
- 153 • Scrub checklists can be found here:
- 154 https://members.dmtf.org/apps/org/workgroup/technical/document.php?document_id=7689
- 155 [5](#)
- 156 • The major scrub is initiated via email from the WG/Forum chair to BrightLeaf
- 157 dmf.support@brightleafgroup.com and tc-support@dmf.org.

158 **Phase 2: Publication scrub**

- 159 • The document is scrubbed to remove DMTF Confidentiality statements, add release dates,
- 160 and to make sure that the document conforms to DSP4014 for publication.

- 161 • The publication scrub is performed upon approval in the body responsible for publication.
- 162 Publication scrubs are initiated by the TC Secretary.
- 163 • Additional information can be found here:
- 164 http://members.dmtf.org/apps/org/workgroup/technical/document.php?document_id=76895

165 TC balloting process

166 As the parent committee for all DMTF working groups, Forums, and Incubators, the TC is responsible for
 167 reviewing and approving and/or providing feedback on deliverables upon their approval in the child body.
 168 The mechanism for approval of documents is accomplished through the balloting infrastructure of the
 169 Kavi Workspace tool, or by motion during a Technical Committee meeting.

- 170 • Documents up for ballot are sent via link to ballot-request@dmf.org. The links sent should be
 171 the to the details pages of all documents that are to be referenced in the ballot (PDF, source,
 172 xml, visio).
- 173 • If a ballot request is submitted for a document that has never had a major scrub performed, the
 174 request will not be processed.
- 175 • Ballot requests should contain:
 - 176 – Name of working group (WG) or Forum requesting ballot (sent by the chair)
 - 177 – Type of ballot (Work in Progress (WIP), Informational, DMTF Standard)
 - 178 *Determines which approval track should be followed*
 - 179 – DSP identifier, title, and version of the document
 - 180 *Ensures that the ballot can be created accurately*
 - 181 – Link to the details page of the display version (PDF) and source version of the document to
 182 be balloted
 - 183 *Ensures that the correct docs are associated with the ballot when it is launched. An*
 184 *incorrect association voids the ballot.*
 - 185 – Publication destination URL for XML Schema and artifacts
 - 186 *Ensures that documents that live on schemas.dmtf.org are filed correctly upon publication.*
 - 187 – Dependencies (if applicable)
 - 188 *Prevents documents that are dependent on other documents from being published so that*
 189 *the “set” of documents can be posted together.*
 - 190 – Intention for INCITS/ISO processing (yes/no/not decided)
 - 191 *Triggers a new collection or update to an existing collection and notes its eventual*
 192 *destination track for processing in ANSI/ISO.*
 - 193 – Audit trail: a link to the minutes or electronic ballot where the document was approved at
 194 the child level
 - 195 *Allows confirmation that the document is valid and its approval can be tracked*
 - 196 – Appropriate publication tags noted
 - 197 *Ensures that the document can be associated with the correct standards pages upon*
 198 *publication.*

- 199 • Unless there are specific time constraints noted in the ballot request, documents will be opened
200 for a one-week electronic ballot.
- 201 • Only chairs, co-chairs or vice-chairs are permitted to send ballot requests.-
- 202 • Chair (or representative) attendance is required during the TC meeting when the ballot is
203 scheduled to close so that questions can be answered during the discussion phase of the ballot
204 approval. If a chair or representative is not available for discussion during TC ballot closure the
205 ballot may be extended one-week as needed.
- 206 • Email ballot requests to the TC should include the following information:
207

208 To: ballot-request@dmf.org
 209 cc: WG-chair@dmf.org
 210 Subject: Please ballot 'Document Name' in the TC on behalf of 'Name' WG for release as a
 211 DMTF Standard | WIP | Informational

212 =====

213 Email Body:

214 The 'Name' WG approved the following specification/artifact for release as a DMTF Standard |
 215 WIP | DMTF Informational.

216 Please conduct a Technical Committee Ballot to release as Draft DMTF Standard | Work-In-
 217 Progress | DMTF Informational.

218 -----

219 'Document Name' (i.e., DSPxxx_m.n.u Title, e.g. "DSP0243_1.0.1 Open Virtualization
 220 Format")

221 Link to Details of Document in DMTF Release folder (pdf, xsd, xml, zip)

222 [Include link to the Details page NOT download link]

223 Link to Details of Document in DMTF Release source folder (docx, doc, txt, zip)

224 [Include link to the Details page NOT download link]

225 URL to publish the XML schema at: (if applicable)

226 <http://schemas.dmf.org/>

227 Dependancies (List specifications and their versions that need to be published in order for this
 228 DMTF Standard to be published):

229 Is a Member Review needed? [Yes | No]

230 Is this document to be submitted to INCITS Fast Track? [Yes | No]

231 Is this document to be submitted to JTC 1 PAS? [Yes | No]

232 Audit Trail:

233 WG Ballot Results

234 Motion to approve of 'Document Name' for release as DMTF Standard.

235 Passed 0 yes, 0 no, 0 abstain

236 Link to WG ballot

237 Link to WG minutes

238 Please select which of the following tags should be applied to the published document:

239 (To see the page prefix the tag with <http://dmf.org/standards/>)

240 CADF Cloud Auditing Data Federation Working Group

241	CDM	Common Diagnostic Model
242	CIM	Common Information Model
243	CLOUD	Cloud Management Initiative
244	CMWG	Cloud Management Working Group
245	DASH	Desktop and Mobile Architecture for System Hardware
246	OVF	Open Virtualization Format
247	PMCI	Platform Management Components Intercommunication
248	SE	Software Entitlement Working Group
249	SMASH	Systems Management Architecture for Server Hardware
250	SMBIOS	System Management BIOS
251	SPMF	System Platform Management Forum
252	SVPC	System Virtualization, Partitioning, and Clustering Working Group

253 **Publication**

254 DMTF administration is responsible for publishing approved documents that have completed the
 255 necessary approval steps for their respective document type.

- 256 • For WIP documents, this takes place after successful ballot completion through the TC,
 257 publication scrub and CVS check-in.
- 258 • For Informational documents, this takes place after successful ballot completion through the TC,
 259 publication scrub and CVS check-in.
- 260 • For DMTF Standard documents this takes place after successful ballot completion through the
 261 TC, successful IP Review, publication scrub and CVS check-in.

262 **5 Tools**

263 **Guidelines for use of Kavi**

264 The DMTF uses the Kavi Workspace suite of collaboration tools for its day-to-day operation. The
 265 following rules will help maintain and efficiently manage the workspace.

- 266 • *Calendar Event Sharing:* Unless specifically requested or required by another body, calendar
 267 events created in Kavi Workspace shall not be shared with other groups. This ensures auto-
 268 generated email will not be sent to DMTF participants who not in the originating body.
- 269 • *Document sharing:* Unless required by another body for reference, collaboration or approval,
 270 documents should not be shared outside the originating body. This ensures that other groups are
 271 not overburdened by extraneous material in their documents folder and balloting lists. This is
 272 especially important for groups outside the TC (Executive Committee and DMTF Board).
- 273 • *Commenting Permissions:* All documents within the approval process or shared with another
 274 body for the purpose of garnering feedback shall have commenting permissions and comment
 275 viewing permissions set to “Document Viewers” on the document details page. This ensures that
 276 ballot comments are writable and viewable by the appropriate body members as a document
 277 completes the approval process.

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- *Adding Document Revisions:* After an initial document has been uploaded to a folder within the group documents page, subsequent iterations of the document (with the same version number) shall be added as a “document revision” not a separate document upload. This creates a “stack” of document revisions that is easy to track within the workspace and makes auditing its development simple. Note that only the top document in the stack will be available for reference in ballots when sending ballot requests.
 - *Electronic Ballots:* It is recommended to use ballot templates for all electronic ballots executed within the originating body. Once a ballot template is set up it can quickly be applied to an electronic ballot so that individual options for it are preselected and accurate.

287 **Guidelines for use of Mantis**

288 The TC may use Mantis to track changes for documents it develops. The TC will create specific Mantis
289 projects for each document or effort it initiates.

290 Members who want to join Mantis need to be manually added by sending an email request to [tc-](mailto:tc-support@dmf.org)
291 [support@dmf.org](mailto:tc-support@dmf.org).

292 TC child bodies may use Mantis for document development and collaboration. To initiate a Mantis project
293 or to have an account added to a specific Mantis project, request permission from the body chair. If a
294 new project is being set up or the contributor does not yet have a mantis account send a request to [tc-](mailto:tc-support@dmf.org)
295 [support@dmf.org](mailto:tc-support@dmf.org) to be added.

296 **Guidelines for use of CVS**

297 CVS is the DMTF repository for all completed and executed deliverables. It contains the publication
298 versions for all specifications, charters, work registers and CIM releases. Its function is to act as the
299 normative library of completed works published by the DMTF. As such, most users will not need access to
300 the repository for day-to-day work. Contributors that require CVS access may send a request to [tc-](mailto:tc-support@dmf.org)
301 [support@dmf.org](mailto:tc-support@dmf.org).

302 **Guidelines for use of Webex**

303 TC child bodies may use Webex for scheduled meetings so long as there is space on the DMTF Webex
304 calendar and it does not conflict with the TC meeting time. To review available slots on the DMTF Webex
305 calendar visit <http://dmf.webex.com> and select the weekly calendar view. Keep in mind that some
306 meetings last more than one hour so there may be a meeting time that appears to be free but conflicts
307 with an earlier meeting of longer duration.

308 To be assigned a Webex timeslot for a meeting, the TC body chair must send an email to [tc-](mailto:tc-support@dmf.org)
309 [support@dmf.org](mailto:tc-support@dmf.org) with the request and include time, day, date of initial meeting and recurrence. Keep in
310 mind that telephony access is included on occasion via long-distance access number, however, the VOIP
311 option provided is free and is fairly stable.

312 Webex is paid for out of DMTF general funds and has been provided primarily for use by DMTF
313 committees and the board. Service is provided to TC child bodies as long as such service does not
314 conflict with the running of DMTF committees and the board. On occasion a committee or the board may
315 schedule a meeting that conflicts with scheduled meeting times of child bodies. For this reason, it is
316 strongly recommended that each child body have a backup web conferencing option to use when
317 conflicts arise.

318 **6 Technical Committee roster management**

319 Each Leadership/Board Company is allowed two representatives on the TC roster: one primary and one
320 secondary representative.

- 321 • Additional reps are added to the roster if they hold a chairing position at the WG, Forum, or
322 Incubator level under the Technical Committee or chair another DMTF Committee. As chairs of
323 child groups resign from their positions, they are also removed from the TC roster.
- 324 • This rule ensures that the committee maintains a manageable size, discussions are efficient,
325 and the correct stakeholders are involved at the TC without diluting membership value.

326 **Minutes taking**

327 Template used for agendas/minutes:

- 328 • Agenda and minutes for the TC are both maintained by the TC Secretary
- 329 • Agenda items for upcoming meetings should be sent to tc-support@dmf.org 48 hours in
330 advance of the scheduled meeting.
- 331 • The template ensures that all meetings are done according to DMTF processes. [Add Link to
332 the current template for this]
- 333 • The template keeps consistency in style and format regardless of the group or recording
334 secretary.

335 **7 TC announcements/passdowns**

336 **TC announcement page**

- 337 • The TC has a members-side web page specifically set up as the go-to page for current
338 issues of import for all WGs and SCs.
- 339 • The page is available to all DMTF members.
- 340 • Noted on the page are issues dealing with updates to templates/processes or useful
341 documents; upcoming events and required action, requests for input on a specific
342 discussion topic; and reminders of important items.
- 343 • A direct link to the TC announcements page can be accessed on the navigation tabs at the
344 top of each WG/SC/CMTE page in the Kavi Workspace.

345 **Passdowns**

- 346 • Occasionally the TC will issue directives, instructions or important information to its child
347 groups. This information is summarized and posted to the TC Announcements page as
348 noted above.
- 349 • TC passdowns are to be reviewed and acted upon by all TC child bodies. TC passdowns are
350 to be placed on child body agendas for review and action as required. An accompanying
351 email may be sent out by the TC secretary to TC body chairs for time sensitive or critical
352 passdowns.
- 353 • Inquiries, corrections or updates regarding any passdown may be sent to [tc-](mailto:tc-support@dmf.org)
354 [support@dmf.org](mailto:tc-support@dmf.org) at any time.

355 **8 Alias list**

356 There are useful aliases for communication and administration:

- 357 • tc-support@dmf.org - mail to this address goes to DMTF administration, the VP of Technology
358 and the TC Secretary.
- 359 • Ballot-request@dmf.org - mail to this address reaches the TC secretary and begins the
360 approval process at the SC level and above

361 **9 CVS**

362 The TC uses a document repository called CVS as a long-term storage area for completed and published
363 specifications. All documents in CVS are submitted as approved by the approving body with both Major
364 and Publication scrubs completed. Write access to CVS is limited to administrators, chairs, authors or
365 expert users. Read access is granted upon request to any DMTF member requiring access to completed
366 DMTF publications.

- 367 • A new revision of a published document should begin its development by using the appropriate
368 base version from CVS in order to pick up final publication scrub edits that may be repeated if the
369 WG version is used. Document editors can access this through the CVS ViewVC infrastructure
370 here: <http://schemas.dmf.org/viewvc/Development/documents/>
371 • If you require CVS Read or write access please contact tc-support@dmf.org

372 **10 Chair, Co-chair, Vice-chair responsibilities**

- 373 • Chairs, co-chairs or vice chairs must coordinate to ensure a representative can attend quarterly
374 status meetings to the TC.
- 375 • Chairs, co-chairs or vice chairs are required to track status of efforts within the child body and
376 keep TC updated via quarterly updates.
- 377 • Chairs, co-chairs or vice chairs are required to maintain appropriate child body public pages.
- 378 • Chairs, co-chairs or vice chairs are recommended to contact the Marketing Task Force directly
379 as part of the initial stages of the release process to ensure messaging has been developed
380 prior to a document's release.
- 381 • Only Chairs, co-chairs or vice-chairs are allowed to send ballot requests to administration.

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384 **11 TC budget:**

- 385 • The Technical Committee must prepare a yearly budget for the board that includes vendor
386 contracts, allocations for tooling, and other expenses planned. The budget process should
387 begin at or before the beginning of the calendar year.
- 388 • The Technical Chair must contact vendors providing services to the TC to review contracts
389 and address any proposed contract changes in the TC budget.
- 390 • Forum Chairs have additional responsibilities tied to budgeting:
 - 391 • Yearly forum budgets must be approved by the TC and the board at the beginning of the
392 DMTF Fiscal New Year.
 - 393 • Yearly contracts for vendors providing services must be approved by the TC and board at
394 the beginning of the DMTF Fiscal New Year.

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ANNEX A
 (informative)

Change log

Version	Date	Description
1.0.0	2015-05-25	

401

Bibliography

402 DMTF DSP4014, *DMTF Process for Working Bodies 2.0*,
403 http://www.dmtf.org/sites/default/files/DSP4014_2.0.pdf

404