Technical Committee (TC) Rules of Procedure

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Foreword</td>
<td>4</td>
</tr>
<tr>
<td>36</td>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>37</td>
<td>1  Scope</td>
<td>7</td>
</tr>
<tr>
<td>38</td>
<td>2  Normative references</td>
<td>7</td>
</tr>
<tr>
<td>39</td>
<td>3  Terms and definitions</td>
<td>7</td>
</tr>
<tr>
<td>40</td>
<td>4  Symbols and abbreviated terms</td>
<td>7</td>
</tr>
<tr>
<td>41</td>
<td>DSP number acquisition</td>
<td>7</td>
</tr>
<tr>
<td>42</td>
<td>Marketing involvement</td>
<td>8</td>
</tr>
<tr>
<td>43</td>
<td>Technical editing</td>
<td>8</td>
</tr>
<tr>
<td>44</td>
<td>Phase 1: Major scrub</td>
<td>8</td>
</tr>
<tr>
<td>45</td>
<td>Phase 2: Publication scrub</td>
<td>8</td>
</tr>
<tr>
<td>46</td>
<td>TC balloting process</td>
<td>9</td>
</tr>
<tr>
<td>47</td>
<td>Publication</td>
<td>12</td>
</tr>
<tr>
<td>48</td>
<td>5  Tools</td>
<td>12</td>
</tr>
<tr>
<td>49</td>
<td>Guidelines for use of Kavi</td>
<td>12</td>
</tr>
<tr>
<td>50</td>
<td>Guidelines for use of Mantis</td>
<td>13</td>
</tr>
<tr>
<td>51</td>
<td>Guidelines for use of CVS</td>
<td>13</td>
</tr>
<tr>
<td>52</td>
<td>Guidelines for use of Webex</td>
<td>13</td>
</tr>
<tr>
<td>53</td>
<td>6  Technical Committee roster management</td>
<td>14</td>
</tr>
<tr>
<td>54</td>
<td>Minutes taking</td>
<td>14</td>
</tr>
<tr>
<td>55</td>
<td>7  TC announcements/passdowns</td>
<td>14</td>
</tr>
<tr>
<td>56</td>
<td>TC announcement page</td>
<td>14</td>
</tr>
<tr>
<td>57</td>
<td>Passdowns</td>
<td>14</td>
</tr>
<tr>
<td>58</td>
<td>8  Alias list</td>
<td>15</td>
</tr>
<tr>
<td>59</td>
<td>9  CVS</td>
<td>15</td>
</tr>
<tr>
<td>60</td>
<td>10 Chair, Co-chair, Vice-chair responsibilities</td>
<td>15</td>
</tr>
<tr>
<td>61</td>
<td>11 TC budget:</td>
<td>16</td>
</tr>
<tr>
<td>62</td>
<td>ANNEX A (informative) Change log</td>
<td>17</td>
</tr>
</tbody>
</table>

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Foreword

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

Acknowledgments

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- Robert Keyes – Wold Consulting
Introduction

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

The processes outlined here are governed themselves by DSP4014_2.1 and do not supersede DMTF normative processes for DMTF working bodies.
Technical Committee (TC) Rules of Procedure

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

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

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

3 Terms and definitions
In this document, some terms have a specific meaning beyond the normal English meaning. Those terms are defined in this clause.

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

The terms "clause", "subclause", "paragraph", and "annex" in this document are to be interpreted as described in ISO/IEC Directives, Part 2, Clause 5.

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

The terms defined in DSP0004, DSP0223, and DSP1001 apply to this document.

4 Symbols and abbreviated terms
The abbreviations defined in DSP0004, DSP0223, and DSP1001 apply to this document. Release process

DSP number acquisition
Prior to beginning work on a DMTF Standard a DSP Identifier must be requested by the authoring body. An email sent to ballot-request@dmtf.org along with an approved CR for the change to the DSP List is sufficient for most documents. If the DSP request is for entirely new work, an accompanying presentation
Technical Committee (TC) Rules of Procedure

DSP4016

Published

Version 1.0.0

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

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

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

Marketing involvement

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

Technical editing

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

Phase 1: Major scrub

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

- The document is made to conform to the current document template (DSP1000_1.2.3)
- This scrub is required prior to approval in the WG and submission for ballot in the TC so that any required updates are folded into the document before being processed for approval in parent bodies.
- Scrub checklists can be found here: https://members.dmtf.org/apps/org/workgroup/technical/document.php?document_id=76895
- The major scrub is initiated via email from the WG/Forum chair to BrightLeaf dmtf.support@brightleafgroup.com and tc-support@dmtf.org.

Phase 2: Publication scrub

- The document is scrubbed to remove DMTF Confidentiality statements, add release dates, and to make sure that the document conforms to DSP4014 for publication.
The publication scrub is performed upon approval in the body responsible for publication. Publication scrubs are initiated by the TC Secretary.

Additional information can be found here: 

TC balloting process

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

Documents up for ballot are sent via link to ballot-request@dmtf.org. The links sent should be to the details pages of all documents that are to be referenced in the ballot (PDF, source, xml, visio).

If a ballot request is submitted for a document that has never had a major scrub performed, the request will not be processed.

Ballot requests should contain:

- Name of working group (WG) or Forum requesting ballot (sent by the chair)
- Type of ballot (Work in Progress (WIP), Informational, DMTF Standard)

  *Determines which approval track should be followed*

- DSP identifier, title, and version of the document

  *Ensures that the ballot can be created accurately*

- Link to the details page of the display version (PDF) and source version of the document to be balloted

  *Ensures that the correct docs are associated with the ballot when it is launched. An incorrect association voids the ballot.*

- Publication destination URL for XML Schema and artifacts

  *Ensures that documents that live on schemas.dmtf.org are filed correctly upon publication.*

- Dependencies (if applicable)

  *Prevents documents that are dependent on other documents from being published so that the “set” of documents can be posted together.*

- Intention for INCITS/ISO processing (yes/no/not decided)

  *Triggers a new collection or update to an existing collection and notes its eventual destination track for processing in ANSI/ISO.*

- Audit trail: a link to the minutes or electronic ballot where the document was approved at the child level

  *Allows confirmation that the document is valid and its approval can be tracked*

- Appropriate publication tags noted

  *Ensures that the document can be associated with the correct standards pages upon publication.*
- Unless there are specific time constraints noted in the ballot request, documents will be opened for a one-week electronic ballot.

- Only chairs, co-chairs or vice-chairs are permitted to send ballot requests.

- Chair (or representative) attendance is required during the TC meeting when the ballot is scheduled to close so that questions can be answered during the discussion phase of the ballot approval. If a chair or representative is not available for discussion during TC ballot closure the ballot may be extended one-week as needed.

- Email ballot requests to the TC should include the following information:
To: ballot-request@dmtf.org
cc: WG-chair@dmtf.org

Subject: Please ballot 'Document Name' in the TC on behalf of 'Name' WG for release as a DMTF Standard | WIP | Informational

========================================================================
Email Body:
The 'Name' WG approved the following specification/artifact for release as a DMTF Standard | WIP | DMTF Informational.
Please conduct a Technical Committee Ballot to release as Draft DMTF Standard | Work-In-Progress | DMTF Informational.

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

Link to Details of Document in DMTF Release folder (pdf, xsd, xml, zip)
[Include link to the Details page NOT download link]
Link to Details of Document in DMTF Release source folder (docx, doc, txt, zip)
[Include link to the Details page NOT download link]
URL to publish the XML schema at: (if applicable)
http://schemas.dmtf.org/ ......

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

Is a Member Review needed? [Yes | No]
Is this document to be submitted to INCITS Fast Track? [Yes | No]
Is this document to be submitted to JTC 1 PAS? [Yes | No]

Audit Trail:

WG Ballot Results
Motion to approve of 'Document Name for release as DMTF Standard.
Passed 0 yes, 0 no, 0 abstain

Link to WG ballot
Link to WG minutes

Please select which of the following tags should be applied to the published document:
(To see the page prefix the tag with http://dmtf.org/standards/)

CADF Cloud Auditing Data Federation Working Group
Publication

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

- For WIP documents, this takes place after successful ballot completion through the TC, publication scrub and CVS check-in.
- For Informational documents, this takes place after successful ballot completion through the TC, publication scrub and CVS check-in.
- For DMTF Standard documents this takes place after successful ballot completion through the TC, successful IP Review, publication scrub and CVS check-in.

5 Tools

Guidelines for use of Kavi

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

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

### Guidelines for use of Mantis

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

Members who want to join Mantis need to be manually added by sending an email request to tc-support@dmtf.org.

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

### Guidelines for use of CVS

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

### Guidelines for use of Webex

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

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

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

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

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

Minutes taking

Template used for agendas/minutes:

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

7 TC announcements/passdowns

TC announcement page

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

Passdowns

- Occasionally the TC will issue directives, instructions or important information to its child groups. This information is summarized and posted to the TC Announcements page as noted above.
- TC passdowns are to be reviewed and acted upon by all TC child bodies. TC passdowns are to be placed on child body agendas for review and action as required. An accompanying email may be sent out by the TC secretary to TC body chairs for time sensitive or critical passdowns.
- Inquiries, corrections or updates regarding any passdown may be sent to tc-support@dmtf.org at any time.
8 Alias list

There are useful aliases for communication and administration:

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

9 CVS

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

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

10 Chair, Co-chair, Vice-chair responsibilities

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

- The Technical Committee must prepare a yearly budget for the board that includes vendor contracts, allocations for tooling, and other expenses planned. The budget process should begin at or before the beginning of the calendar year.

- The Technical Chair must contact vendors providing services to the TC to review contracts and address any proposed contract changes in the TC budget.

- Forum Chairs have additional responsibilities tied to budgeting:
  - Yearly forum budgets must be approved by the TC and the board at the beginning of the DMTF Fiscal New Year.
  - Yearly contracts for vendors providing services must be approved by the TC and board at the beginning of the DMTF Fiscal New Year.
ANNEX A
(informative)

Change log

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<thead>
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</tr>
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</table>
Bibliography

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