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31 such patent may relate to or impact implementations of DMTF standards, visit  
32 <http://www.dmtf.org/about/policies/disclosures.php>.

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

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69

## Foreword

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

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

74 This version supersedes version 1.0.0. For a list of changes, see the change log in ANNEX A.

## 75 Acknowledgments

76 The DMTF acknowledges the following individuals for their contributions to this document:

- 77
- Robert Keyes – Wold Consulting

78

## Introduction

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

83 The processes outlined here are governed themselves by DSP4014\_2.9 and do not supersede DMTF  
84 normative processes for DMTF working bodies.  
85



87

# Technical Committee (TC) Rules of Procedure

## 88 1 Scope

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

## 92 2 Normative references

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

97 DMTF DSP4014, *DMTF Process for Working Bodies*  
98 [https://www.dmtf.org/sites/default/files/standards/documents/DSP4014\\_2.9.pdf](https://www.dmtf.org/sites/default/files/standards/documents/DSP4014_2.9.pdf)

## 99 3 Terms and definitions

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

102 The terms "shall" ("required"), "shall not", "should" ("recommended"), "should not" ("not recommended"),  
103 "may", "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described  
104 in [ISO/IEC Directives, Part 2](#), Clause 7. The terms in parentheses are alternatives for the preceding term,  
105 for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that  
106 [ISO/IEC Directives, Part 2](#), Clause 7 specifies additional alternatives. Occurrences of such additional  
107 alternatives shall be interpreted in their normal English meaning.

108 The terms "clause", "subclause", "paragraph", and "annex" in this document are to be interpreted as  
109 described in [ISO/IEC Directives, Part 2](#), Clause 6.

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

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

## 114 4 Symbols and abbreviated terms

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

## 116 Release process

### 117 DSP number acquisition

118 Prior to beginning work on a DMTF Standard a DSP Identifier must be requested by the chair(s) of the  
119 authoring body. An email sent to [ballot-request@dmtof.org](mailto:ballot-request@dmtof.org) along with an approved DR for the change to

120 the DSP List is sufficient for most documents. If the DSP request is for entirely new work, an  
121 accompanying presentation or summary of work is required. WG/Forum chairs or a designate shall be  
122 prepared to present the new work to the TC prior to DSP assignment. It is the Technical Committee's  
123 responsibility to confirm that the proposed new work falls within the chartered scope of the authoring  
124 body.

125  
126 DSP Identifiers fall into the following ranges:

- 127 0001-0999 – Technical Specifications
- 128 1000-1999 – Profiles
- 129 2000-2999 – White Papers, Technical Notes, and other informational documents
- 130 3000-3999 – Working Group Charters
- 131 4000-4999 – DMTF Process documents
- 132 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 133 6000-6999 – Machine Readable Profiles
- 134 8000-8999 – XML/XSD Schema Representations
- 135 IS-0000 - IS-9999 – Informational Specifications

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

## 140 **Marketing involvement**

141 Document editors should contact the Marketing Task Force when nearing completion of a deliverable that  
142 the authoring body deems worthy of messaging outside DMTF. This ensures that educational documents,  
143 standards, and presentations are promoted and receive traction outside DMTF to industry at large. Send  
144 notice and correspondence for marketing coordination to [marketing@dmf.org](mailto:marketing@dmf.org).

## 145 **Inclusive language**

146 Document editors should review the DMTF Inclusive Language Guideline during document development  
147 and adhere to the recommendations laid out in the guide. This ensures that educational documents,  
148 standards, and presentations reflect current inclusive language best-practices and avoid problematic  
149 language in publicly released artifacts. Authors should be aware that documents that do not adhere to the  
150 Inclusive Language Guidelines document risk rejection at the TC and DMTF board levels.

## 151 **Technical editing**

152 Document editing is performed in two phases by the DMTF technical editing team. Phase 1 (major scrub)  
153 is performed on a DMTF Draft Standard, WIP document, or DMTF Informational Document prior to its  
154 beginning the release process. This phase is optional for errata and minor releases but is required to be  
155 performed prior to a major release. Phase 2 (publication scrub) is performed upon completion of the  
156 release process for all documents that are approved for release and publication outside the DMTF.

### 157 **Phase 1: Major scrub**

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

- 161 • The document is made to conform to the current document template (DSP1000)



- 162 • This scrub is required prior to approval in the WG and submission for ballot in the TC so
- 163 that any required updates are folded into the document before being processed for
- 164 approval in parent bodies.
- 165 • Scrub checklists can be found here:
- 166 [https://members.dmtf.org/apps/org/workgroup/technical/document.php?document\\_id=7689](https://members.dmtf.org/apps/org/workgroup/technical/document.php?document_id=76895)
- 167 [5](https://members.dmtf.org/apps/org/workgroup/technical/document.php?document_id=76895)
- 168 • The major scrub is initiated via email from the WG/Forum chair to BrightLeaf
- 169 [dmf.support@brightleafgroup.com](mailto:dmf.support@brightleafgroup.com) and [tc-support@dmf.org](mailto:tc-support@dmf.org).

## 170 Phase 2: Publication scrub

- 171 • The document is scrubbed to remove DMTF Confidentiality statements, add release dates,
- 172 and to make sure that the document conforms to DSP4014 for publication.
- 173 • The publication scrub is performed upon approval in the body responsible for publication.
- 174 Publication scrubs are initiated by the TC Secretary or designate.
- 175 • Additional information can be found here:
- 176 [http://members.dmtf.org/apps/org/workgroup/technical/document.php?document\\_id=76895](http://members.dmtf.org/apps/org/workgroup/technical/document.php?document_id=76895)

## 177 TC balloting process

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

- 182 • Documents ready for ballot are sent via link to [ballot-request@dmf.org](mailto:ballot-request@dmf.org). The links sent should
- 183 be the to the *details pages* (not download links) of all documents that are to be referenced in the
- 184 ballot (PDF, source, xml, Visio).
- 185 • If a ballot request is submitted for a document that has not had a major scrub performed, the
- 186 request will be rejected and the ballot request will not be processed.
- 187 • Artifacts opened for ballot shall be linked or attached to the electronic ballot
- 188 • Ballot requests should contain:
  - 189 – Name of working group (WG) or Forum requesting ballot (sent by the chair)
  - 190 – Type of ballot (Work in Progress (WIP), Informational, DMTF Standard)
  - 191 *This determines which approval track will be followed*
  - 192 – DSP identifier, title, and version of the document
  - 193 *To ensures that the ballot can be created accurately*
  - 194 – Link to the details page of the display version (PDF) and source version of the document to
  - 195 be balloted
  - 196 *This ensures that the correct docs are associated with the ballot when it is launched. An*
  - 197 *incorrect association will void the ballot.*
  - 198 – Publication destination URL for XML Schema and artifacts
  - 199 *Ensures that documents that live on [schemas.dmtf.org](http://schemas.dmtf.org) and [redfish.dmtf.org](http://redfish.dmtf.org) are filed*
  - 200 *correctly upon publication.*

- 201           – Dependencies (if applicable)
- 202           *Prevents documents that are dependent on other documents from being published so that*
- 203           *the “set” of documents can be posted together.*
- 204           – Intention for INCITS/ISO processing (yes/no/not decided)
- 205           *Triggers a new collection or update to an existing collection and notes its eventual*
- 206           *destination track for processing in ANSI/ISO.*
- 207           – Audit trail: a link to the minutes or electronic ballot where the document was approved at
- 208           the child level
- 209           *Allows confirmation that the document is valid and its approval can be tracked*
- 210           – Appropriate publication tags noted
- 211           *Ensures that the document can be associated with the correct standards pages upon*
- 212           *publication.*
- 213           • Unless there are specific time constraints noted in the ballot request, documents will be opened
- 214           for a one-week electronic ballot.
- 215           • Only chairs, co-chairs or vice-chairs are permitted to send ballot requests.
- 216           • Chair (or representative) attendance is required during the TC meeting when the ballot is
- 217           scheduled to close so that questions can be answered during the discussion phase of the ballot
- 218           approval. If a chair or representative is not available for discussion during TC ballot closure the
- 219           ballot may be extended one-week as needed.
- 220           • Email ballot requests to the TC should include the following information:
- 221

222 To: ballot-request@dmf.org

223 cc: WG-chair@dmf.org

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

226 =====

227 Email Body:

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

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

232 -----

233 'Document Name' (i.e., DSPxxx\_m.n.u Title, e.g. "DSP0243\_1.0.1 Open Virtualization  
 234 Format")

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

236 [Include link to the details page NOT download link]

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

238 [Include link to the details page NOT download link]

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

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

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

243 Is IP Review required? [Yes | No]

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

245 Audit Trail:

246 WG Ballot Results

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

248 Passed 0 yes, 0 no, 0 abstain

249 Link to WG ballot

250 Link to WG minutes

251

## 252 Publication

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

- 255 • For WIP documents, this takes place after successful ballot completion through the TC,  
256 publication scrub and CVS check-in.
- 257 • For Informational documents, this takes place after successful ballot completion through the TC,  
258 publication scrub and CVS check-in.
- 259 • For DMTF Standard documents this takes place after successful ballot completion through the  
260 TC, successful IP Review, publication scrub and CVS check-in.
- 261 • Forums may have specific publication requirements in addition to the standard publication  
262 process. For example, Redfish documents published to the Redfish Developer Hub. In these  
263 cases, additional publication arrangements will be made between the forum chairs and DMTF  
264 administration at forum expense.

## 265 5 Tools

### 266 Guidelines for use of Causeway

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

- 269 • *Calendar Event Sharing:* Unless specifically requested or required by another body, calendar  
270 events created in Causeway shall not be shared with other groups. This ensures auto-generated  
271 email will not be sent to DMTF participants who are not members of the originating body.
- 272 • *Document sharing:* Unless required by another body for reference, collaboration or approval,  
273 documents should not be shared outside the originating body. This ensures that other groups are  
274 not overburdened by extraneous material in their documents folder and balloting lists. This is  
275 especially important for groups outside the TC (Executive Committee and DMTF Board).
- 276 • *Adding Document Revisions:* After an initial document has been uploaded to a folder within the  
277 group documents page, subsequent iterations of the document (with the same version number)  
278 shall be added as a “document revision” not a separate document upload. This creates a “stack”  
279 of document revisions that is easy to track within the Causeway tool and makes auditing its  
280 development simple. Note that only the active document in the stack will be available for  
281 reference in ballots when sending ballot requests.

### 282 Guidelines for use of GitHub

283 The TC and child groups may use GitHub to track changes for documents it develops. The TC or child  
284 group will create specific GitHub repositories for each effort it initiates.

285 Members who want to join GitHub need to be manually added by sending an email request to [tc-  
286 support@dmf.org](mailto:tc-support@dmf.org). This request must include the members GitHub ID. Members must have a Causeway  
287 account and DMTF administration will be responsible for associating the member’s GitHub ID to it.

288 TC child bodies may use GitHub for deliverable development and collaboration. To initiate a GitHub  
289 project or to have an account added to a specific GitHub project team, request permission from the body  
290 chair and send a request to [admin@dmf.org](mailto:admin@dmf.org). If a new repository is being set up, a DR must be approved  
291 by the TC for the creation of new GitHub Repositories. If a repository is being opened to the public, the  
292 DR requesting that action is required to be approved by both the TC and the DMTF board.

293

**294 Guidelines for use of Mantis**

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

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

299 TC child bodies may use Mantis for document development and collaboration. To initiate a Mantis project  
300 or to have an account added to a specific Mantis project, request permission from the body chair. If a  
301 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)  
302 [support@dmf.org](mailto:tc-support@dmf.org) to be added.

**303 Guidelines for use of CVS**

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

**309 Guidelines for use of Zoom**

310 TC child bodies may use Zoom Meetings for scheduled meetings so long as there is space on the DMTF  
311 Zoom calendar and it does not conflict with committee meeting times. Keep in mind that some meetings  
312 last more than one hour so there may be a meeting time that appears to be free but conflicts with an  
313 earlier meeting of longer duration.

314 To be assigned a Zoom Meeting timeslot for a meeting, the TC child body chair must send an email to  
315 [admin@dmf.org](mailto:admin@dmf.org) with the request and include time, day, date of initial meeting and recurrence. Keep in  
316 mind that telephony access is included on occasion via long-distance access number, however, the VOIP  
317 option provided is free and is fairly stable. Chairs may request the host code for the account used for their  
318 meetings by emailing [admin@dmf.org](mailto:admin@dmf.org)

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

**325 6 Technical Committee roster management**

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

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

## 333 Minutes taking

334 Template used for agendas/minutes:

- 335 • Agenda and minutes for the TC are both maintained by the TC Secretary
- 336 • Agenda items for upcoming meetings should be sent to [tc-support@dmf.org](mailto:tc-support@dmf.org) 48 hours in  
337 advance of the scheduled meeting.
- 338 • The template ensures that all meetings are done according to DMTF processes.
- 339 • The template keeps consistency in style and format regardless of the group or recording  
340 secretary.

## 341 7 TC announcements/passdowns

### 342 TC announcement page

- 343 • The TC has a members-side web page specifically set up as the go-to page for current  
344 issues of import for all WGs and forums.
- 345 • The page is available to all DMTF members.
- 346 • Noted on the page are issues dealing with updates to templates/processes or useful  
347 documents, upcoming events and required action, requests for input on a specific  
348 discussion topic; and reminders of important items.
- 349 • A direct link to the TC announcements page can be accessed on the left-hand navigation  
350 column on the Members group page.

### 351 Passdowns

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

## 361 8 Alias list

362 There are useful aliases for communication and administration:

- 363 • [tc-support@dmf.org](mailto:tc-support@dmf.org) - mail to this address goes to DMTF administration, the VP of Technology  
364 and the TC Secretary.
- 365 • [Ballot-request@dmf.org](mailto:Ballot-request@dmf.org) - mail to this address reaches the TC secretary and begins the  
366 approval process at the committee level and above

## 367 **9 CVS**

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

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

## 378 **10 Chair, Co-chair, Vice-chair responsibilities**

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

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390 **11 TC budget**

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

401



402  
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406**ANNEX A**  
(informative)**Change log**

Version	Date	Description
1.0.0	2015-05-25	
1.1.0	2021-06-29	Various edits for clarity Added Zoom, Causeway and GitHub tool best practices Added inclusive language guidelines and various template updates

407

## Bibliography

408 DMTF DSP4014, *DMTF Process for Working Bodies 2.0*,  
409 [http://www.dmtf.org/sites/default/files/DSP4014\\_2.9.pdf](http://www.dmtf.org/sites/default/files/DSP4014_2.9.pdf)

410