Technical Committee (TC) Rules of Procedure

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

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

Acknowledgments

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

- 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_2.9 and do not supersede DMTF normative processes for DMTF working bodies.
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
https://www.dmtf.org/sites/default/files/standards/documents/DSP4014_2.9.pdf

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, Clause 7. 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, Clause 7 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 6.

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 chair(s) of the authoring body. An email sent to ballot-request@dmtf.org along with an approved DR for the change to
the DSP List is sufficient for most documents. If the DSP request is for entirely new work, an accompanying presentation or summary of work is required. WG/Forum chairs or a designate shall be prepared to present the new work to the TC prior to DSP assignment. It is the Technical Committee’s responsibility to confirm that the proposed new work falls within the chartered scope of the authoring body.

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 the authoring body deems worthy of messaging outside DMTF. This ensures that educational documents, standards, and presentations are promoted and receive traction outside DMTF to industry at large. Send notice and correspondence for marketing coordination to marketing@dmtf.org.

Inclusive language

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

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. This phase is optional for errata and minor releases but is required to be performed prior to a major release. 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)
• 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:
  

• 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 or designate.

• 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, approving and/or providing feedback on deliverables approved for publication in the child body. The mechanism for approval of documents is accomplished through the balloting infrastructure of the Causeway tool, or by motion during a Technical Committee meeting.

• Documents ready for ballot are sent via link to ballot-request@dmtf.org. The links sent should be to the details pages (not download links) 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 not had a major scrub performed, the request will be rejected and the ballot request will not be processed.

• Artifacts opened for ballot shall be linked or attached to the electronic ballot

• 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)

  This determines which approval track will be followed

  – DSP identifier, title, and version of the document

  To 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

  This ensures that the correct docs are associated with the ballot when it is launched. An incorrect association will void the ballot.

  – Publication destination URL for XML Schema and artifacts

  Ensures that documents that live on schemas.dmtf.org and redfish.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:
Email Body:

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

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

Is IP Review required? [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
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.
- Forums may have specific publication requirements in addition to the standard publication process. For example, Redfish documents published to the Redfish Developer Hub. In these cases, additional publication arrangements will be made between the forum chairs and DMTF administration at forum expense.

Tools

Guidelines for use of Causeway

The DMTF uses the Causeway 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 Causeway shall not be shared with other groups. This ensures auto-generated email will not be sent to DMTF participants who are not members of 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).
- 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 Causeway tool and makes auditing its development simple. Note that only the active document in the stack will be available for reference in ballots when sending ballot requests.

Guidelines for use of GitHub

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

Members who want to join GitHub need to be manually added by sending an email request to tc-support@dmtf.org. This request must include the member's GitHub ID. Members must have a Causeway account and DMTF administration will be responsible for associating the member’s GitHub ID to it.

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

TC child bodies may use Zoom Meetings for scheduled meetings so long as there is space on the DMTF Zoom calendar and it does not conflict with committee meeting times. 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 Zoom Meeting timeslot for a meeting, the TC child body chair must send an email to admin@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. Chairs may request the host code for the account used for their meetings by emailing admin@dmtf.org

Zoom 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.
- 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 forums.
- 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 left-hand navigation column on the Members group page.

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 committee 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 shall 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 shall 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 to the forum must be approved by the forum, TC and DMTF board at the beginning of the DMTF Fiscal New Year.
ANNEX A
(informative)

Change log

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| 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 |
Bibliography

408 DMTF DSP4014, DMTF Process for Working Bodies 2.0,
409 http://www.dmtf.org/sites/default/files/DSP4014_2.0.pdf
410