

1 Subj: PWG Process for Maintenance of Standards  
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3 Date: 5/5/98  
4 File: simplified-maintenance.doc

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6 **ISSUE: This is to be incorporated into the PWG Process document, ok?** How about as  
7 an Appendix?

## 8 **1 Standards Maintenance**

9 Maintenance is required for a PWG Draft standard during Stage 4: The Implementation  
10 Stage and for a PWG Standard, during Stage 5: The Maintenance Stage. Many PWG  
11 standards are extensible and provide the ability for additional functionality to be  
12 registered. Such registrations when approved have the same status as the standard to  
13 which the feature is being added.

14 Maintenance includes the approval process for:

- 15 1. registrations of new operations and type 2 enums, keywords, and attributes
- 16 2. clarifications of the standard and any approved registrations.

### 17 **1.1 Process for registrations and clarifications**

18 Proposals for registrations and clarifications will follow the following process:

- 19 1. Each WG will appoint a Maintenance Editor for their PWG Draft standard and PWG  
20 standard.
- 21 2. Anyone can initiate a proposal for a clarification or registration by starting a  
22 discussion on the appropriate project DL.
- 23 3. After there is some agreement on the DL for the need of a clarification or the  
24 suitability of a registration, the proposer and the standard's Maintenance Editor work  
25 out a proposal. Such a proposal should include:
  - 26 a. Status of the proposal, including previous reviews.
  - 27 b. A description of the requirement being met or the problem being solved.
  - 28 c. Description of the proposed solution.
  - 29 d. The exact text to be incorporated into the standard at some future date.
- 30 4. To make the status of proposed registrations and clarifications clear to PWG  
31 participants and others, the Maintenance Editor will keep them in the appropriate sub-  
32 directory for each project (*xxx*):  
33 `ftp://ftp.pwg.org/pub/pwg/xxx/proposed-registrations/`  
34 `ftp://ftp.pwg.org/pub/pwg/xxx/proposed-clarifications/`
- 35 5. All proposals must be in PDF formats at least. Additional formats may also be used,  
36 such as MS-WORD, so that they can be readily incorporated into an updated version  
37 of the standard.

- 38 6. Reviews of proposed registrations and clarifications may occur at a meeting or on the  
39 DL.
- 40 7. The proposal will undergo sufficient reviews and updates until, in the opinion of the  
41 WG Chair, there is consensus that the proposal is ready for Last Call. Then the  
42 Maintenance Editor will send the proposal to the DL for a WG Last Call and  
43 announce it to the entire PWG using the PWG-ANNOUNCE DL. The Last Call  
44 announcement will have a clearly-stated deadline that is at least 10 working days in  
45 the future. Last Call review cannot happen at a meeting, in order to include all  
46 participants.
- 47 8. If, in the opinion of the WG Chair, sufficient changes need to be made to achieve  
48 consensus, the updated version will be posted for another two week Last Call. These  
49 two steps will be repeated until consensus is achieved to approve the proposal or to  
50 reject it altogether.
- 51 9. If, in the opinion of the WG Chair, the Last Call discussions achieve a consensus of  
52 approval, the Maintenance Editor will move the approved registration or clarification  
53 to the appropriate sub-directory for each project (xxx):  
54 `ftp://ftp.pwg.org/pub/pwg/xxx/approved-registrations/`  
55 `ftp://ftp.pwg.org/pub/pwg/xxx/approved-clarifications/`  
56 and announce the approval to the entire PWG via the PWG-ANNOUNCE DL.
- 57 10. Periodically, the Maintenance Editor will incorporate the approved registrations and  
58 clarifications into the version of the standard that the PWG keeps to record all  
59 approved registrations and clarifications. Such an updated version of the standard  
60 will have a new minor version of the standard, along with a Change History  
61 Appendix that lists each change.
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