Status: Approved

Abstract: This PWG Policy defines the types of PWG Meetings, and also describes the processes used to hold and announce PWG Meetings.

This document is available electronically at:

<https://ftp.pwg.org/pub/pwg/general/process/pwg-meetings-policy.pdf>

**Table of Contents**

[1. Terminology 3](#_Toc133790661)

[1.1 Conformance Terminology 3](#_Toc133790662)

[1.2 Acronyms and Organizations 3](#_Toc133790663)

[2. PWG Meetings 3](#_Toc133790664)

[2.1 PWG Member Meetings 3](#_Toc133790665)

[2.2 Workgroup Teleconference Meetings 4](#_Toc133790666)

[3. Overview of Changes 4](#_Toc133790667)

[3.1 PWG Meetings Policy 20230501 4](#_Toc133790668)

[4. References 4](#_Toc133790669)

[4.1 Normative References 4](#_Toc133790670)

[5. Authors 4](#_Toc133790671)

1. Terminology
   1. Conformance Terminology

Capitalized terms, such as MUST, MUST NOT, RECOMMENDED, REQUIRED, SHOULD, SHOULD NOT, MAY, and OPTIONAL, have special meaning relating to conformance as defined in Key words for use in RFCs to Indicate Requirement Levels [BCP14].

* 1. Acronyms and Organizations

*PWG*: Printer Working Group, <https://www.pwg.org/>

1. PWG Meetings

The PWG Process [PWG\_PROCESS] delegates the definition of PWG Meetings to this PWG Policy document.

PWG holds two kinds of PWG Meetings: PWG Member Meetings and Workgroup Teleconference Meetings. Non-member guests as well as PWG Members are welcome to attend any PWG Meeting.

Each PWG Meeting MUST begin with the host presenting the PWG Policy on Intellectual Property and Confidentiality [PWG\_IP\_POLICY] and the PWG Antitrust Policy [PWG\_ANTITRUST]. The host MUST state that all attendees that continue to attend the PWG Meeting tacitly agree to abide by these PWG Policies. Those that cannot abide by these policies will be asked to leave of their own accord.

* 1. PWG Member Meetings

A PWG Member Meeting MUST include a Plenary Session, hosted by the PWG Chair, that summarizes the current state of the PWG's recent activities and work in progress. A PWG Member Meeting SHOULD include one or more Workgroup Sessions, hosted by the Workgroup Officers. A PWG Member Meeting can span multiple days.

The PWG MUST hold at least one PWG Member Meeting every year. The PWG SHOULD hold a PWG Member Meeting every quarter.

A PWG Member Meeting MUST be accessible via teleconference technology (e.g., Webex) so that attendees can attend sessions virtually and take part in any discussions that occur in those sessions. A PWG Member Meeting MAY also be hosted as an in-person event.

A PWG Officer MUST announce each upcoming PWG Member Meeting at least 7 days in advance of the next all-virtual meeting. A PWG Officer MUST announce each upcoming in-person PWG Member Meeting event at least 28 calendar days in advance. The announcement MUST be posted as an email to the "pwg-announce@pwg.org" email mailing list, and the message MUST include a link to the PWG Member Meeting's event page. The event page MUST provide the event's agenda and teleconference information.

* 1. Workgroup Teleconference Meetings

Each PWG Workgroup schedules its Workgroup Teleconference Meetings at a suitable cadence (e.g., weekly, biweekly) to make deliberate progress on the outstanding work listed in the Workgroup's charter. The PWG Steering Committee provides the Workgroup with teleconference resources for hosting their Workgroup Teleconference Meetings.

A Workgroup Officer MUST announce each upcoming Workgroup Teleconference Meeting on the Workgroup's email mailing list, including its agenda and teleconference information, at least 2 days in advance of the next meeting.

1. Overview of Changes
   1. PWG Meetings Policy 20230501

The first release of this policy was based on the "PWG Meetings" section content from a late stable draft of PWG Process 4.0 [PWG\_PROCESS].

1. References
   1. Normative References

[BCP14] S. Bradner, "Key words for use in RFCs to Indicate Requirement Levels", RFC 2119/BCP 14, March 1997, <https://datatracker.ietf.org/doc/html/bcp14>

[PWG\_ANTITRUST] IEEE ISTO Printer Working Group, "PWG Antitrust Policy", April 2021, <https://ftp.pwg.org/pub/pwg/general/process/pwg-antitrust-policy.pdf>

[PWG\_IP\_POLICY] IEEE ISTO Printer Working Group, "The Printer Working Group Policy on Intellectual Property and Confidentiality", January 2009, <https://ftp.pwg.org/pub/pwg/general/process/pwg-ip-policy.pdf>

[PWG\_PROCESS] S. Kennedy, J. Leber, I. McDonald, "PWG Process v4.0 (DRAFT)", May 2023, <https://ftp.pwg.org/pub/pwg/general/wd/wd-pwg-process-4-20230501.pdf>

1. Authors

Primary authors:

Jeremy Leber, Lexmark

Smith Kennedy, HP Inc.

Ira McDonald, High North Inc.

The authors would also like to thank the following individuals for their contributions to this specification:

Paul Tykodi, TCS

Alan Sukert

William Wagner, TIC