The Printer Working Group

PWG Roles and Responsibilities

Status: Approved

The PWG Process document lists the specific responsibilities to be performed by individuals holding official PWG roles.

This document is available electronically at:

https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy.pdf

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1. Terminology

1.1 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].

1.2 Other Terminology

Voting Member : A PWG Member that has paid for a membership level that has voting rights and is in good standing.

1.3 Acronyms and Organizations

IANA: Internet Assigned Numbers Authority, https://www.iana.org/

IETF: Internet Engineering Task Force, https://www.ietf.org/

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

2. PWG Officers

2.1 PWG Chair

The PWG Chair organizes the activities of the PWG and oversees the PWG's high-level operations. The PWG Chair MUST be a PWG Voting Member representative.

The PWG Chair is elected to a 2-year term of office via a PWG Officer Election [PWG-ELECTION]. The email alias address "chair@pwg.org" forwards to the current PWG Chair. The PWG Chair is an ex officio member of all Workgroups.

The PWG Chair's responsibilities include the following:

- Organize the activities of the PWG

- Create PWG Workgroups & appoint Workgroup Chairs

- Maintain adequate PWG Workgroup leadership

- Coordinate arrangements for PWG Member Meetings

- Maintain the PWG Member Organization roster on the PWG web site

- Chair PWG plenary sessions

57   • Assist Workgroup officers with carrying out their tasks

58   • Schedule and host PWG Steering Committee meetings

59   • Vote on all PWG Last Calls and PWG Formal Approval vote actions

60   • Enforce the PWG IPR policy on PWG mailing lists and on the PWG website

61   • Announce and oversee PWG Officer elections [PWG-ELECTION]

62   • Monitor PWG finances with ISTO and approve expense reimbursement

63   • Act as an Ex Officio member of all Workgroups of the PWG

64 2.2 PWG Vice Chair

65   The PWG Vice-Chair assists the PWG Chair with their duties and fills in for the PWG Chair
66   in cases of absence. The PWG Vice-Chair MUST be a PWG Voting Member representative.

67   The PWG Vice-Chair is elected to a 2-year term of office via a PWG Officer Election [PWG-
68   ELECTION]. The "vicechair@pwg.org" email address forwards to the current PWG Vice-
69   Chair. The PWG Vice-Chair is an ex officio member of all Workgroups.

70   The PWG Vice-Chair's responsibilities include the following:

71   • Maintain the PWG Member Organization roster on the PWG web site

72   • Assist Workgroup officers with carrying out their tasks

73   • Vote on all PWG Last Calls and PWG Formal Approval vote actions

74   • Enforce the PWG IPR policy on PWG mailing lists and on the PWG website

75   • Monitor PWG finances with ISTO and approve expense reimbursement

76   • Act as an Ex Officio member of all Workgroups of the PWG

77   • Host PWG meetings in the absence of the Chair

78   • Assist the Chair in carrying out their role, as required

79 2.3 PWG Secretary

80   The PWG Secretary records and distributes the minutes of all PWG plenary sessions and
81   PWG Steering Committee meetings, to support the PWG Chair. The PWG Secretary MUST
82   be a PWG Voting Member representative.

83 The PWG Secretary is elected to a 2-year term of office via a PWG Officer Election [PWG-
84 ELECTION]. The "secretary@pwg.org" email address forwards to the current PWG
85 Secretary.

86 The PWG Secretary's responsibilities include the following:

87 • Maintain the PWG Member Organization roster on the PWG web site

88 • Assist Workgroup officers in carrying out their tasks

89 • Announce PWG Last Calls and PWG Formal Approval vote actions

90 • Vote on all PWG Last Calls and PWG Formal Approval vote actions

91 • Enforce the PWG IPR policy on PWG mailing lists and on the PWG website

92 • Record and distribute minutes for all PWG plenary sessions and other PWG meetings

93 • Register PWG documents in the PWG document number system

94 3. PWG Workgroup Officers

95 3.1 Workgroup Chair

96 A PWG Workgroup has one or two Workgroup Chairs. A Workgroup Chair MUST be a PWG
97 Voting Member representative. The PWG Steering Committee appoints Workgroup Chairs
98 when it creates a new PWG Workgroup. Successor Workgroup Chairs are elected or
99 appointed via a process defined by that Workgroup's existing Workgroup Chair and the
100 process is approved by the PWG Steering Committee.

101 A Workgroup Chair's responsibilities include the following:

102 • Publish Workgroup meeting agendas, schedule Workgroup meetings, conduct
103 Workgroup meetings

104 • Assign tasks to achieve the goals in the Workgroup charter and monitor the tasks'
105 progress

106 • Revise or update the Workgroup charter

107 • Participate in the PWG Steering Committee and its meetings

108 • Participate in PWG Member Meetings

109 ## 3.2 Workgroup Vice-Chair

110 A PWG Workgroup can have one Workgroup Vice-Chair. The Workgroup Vice-Chair MAY
111 be a PWG Member representative or a non-member. The Workgroup Vice-Chair is
112 appointed or elected via a process defined by the Workgroup Chair and the process is
113 approved by the PWG Steering Committee.

114 The Workgroup Vice-Chair assists the Workgroup Chair(s) with their duties and fills in for
115 the Workgroup Chair(s) in cases of absence.

116 ## 3.3 Workgroup Secretary

117 Each PWG Workgroup has one Workgroup Secretary. The Workgroup Secretary MAY be a
118 PWG Member representative or a non-member. The Workgroup Secretary is appointed or
119 elected via a process defined by the Workgroup Chair and the process is approved by the
120 PWG Steering Committee.

121 The Workgroup Secretary's responsibilities include the following:

122 - Take and publish minutes at Workgroup meetings

123 - Assist the Workgroup Chair and Workgroup Vice-Chair with their duties

124 # 4. PWG Staff and Liaisons

125 PWG Staff and Liaison roles are important to the operation of the PWG. PWG Staff and
126 Liaison roles MAY be held by PWG Member representatives or non-members.

127 PWG Staff and Liaison roles have open ended term durations.

128 ## 4.1 PWG Document Editor

129 A PWG Document Editor creates, revises, and completes a PWG Document. A PWG
130 Document Editor is appointed by the PWG Chair or by a PWG Workgroup Chair, according
131 to the scope and nature of the related PWG Document.

132 The PWG Document Editor's responsibilities include the following:

133 - Publish new revisions of a PWG Document to the PWG Document Repository

134 - Publish stable draft of a PWG Document for PWG Document Approval

135 - Review PWG Document comments and publish proposed resolutions

136 - Publish approved PWG Document to the PWG Document Repository

137   • Publish errata resolutions or major versions of a PWG Document

4.2 PWG Network Administrator

139 The PWG Network Administrator supports the PWG's network and communications
140 infrastructure, which is essential to the functioning of the PWG's operations and to making
141 the PWG's standards and other documents available to the community. The PWG Network
142 Administrator is appointed by the PWG Chair.

143 The PWG Network Administrator's responsibilities include the following:

144   • Maintain the PWG web site, including the static page structure, look-and-feel,
145   dynamic site facilities, etc. and TLS server certificate renewal

146   • Maintain the PWG FTPS file sharing server to provide access to draft PWG
147   documents

148   • Maintain the PWG mailing list server and "role" email addresses (e.g.
149   "chair@pwg.org")

150   • Maintain PWG software project sites, revision control systems and automated build
151   systems

4.3 PWG Liaison Representative

153 A PWG Liaison acts as the official PWG representative to another organization with which
154 the PWG has an active liaison relationship. The PWG Liaison is appointed by the PWG
155 Chair. The PWG Liaison is named in the liaison agreement as the primary contact for the
156 PWG.

5. Outside Partners

158 The PWG depends on a small number of external entities for its operation.

5.1 IEEE ISTO Program Manager

160 The IEEE ISTO PWG Program Manager is not itself an official PWG role, but rather a
161 significant external contact representing the PWG's hosting organization. The PWG Chair
162 will be the primary PWG contact for the ISTO PWG Program Manager. The IEEE ISTO PWG
163 Program Manager manages and reports PWG financials, assists with legal matters including
164 helping to draft liaison agreements, and may offer additional services to the PWG.

165 5.2 IETF Designated Expert

166 The Internet Engineering Task Force (IETF) designates certain individuals as subject matter
167 experts for a particular technology. An IETF Designated Expert is a Subject Matter Expert
168 (SME) who maintains the quality of a particular registry hosted by the Internet Assigned
169 Numbers Authority (IANA). The PWG depends on IETF Designated Experts for the Internet
170 Printing Protocol (IPP) Registrations [IANA-IPP] and several SNMP MIBs.

171 An Internet Engineering Task Force (IETF) Designated Expert is an individual responsible
172 for carrying out an appropriate evaluation and returning a recommendation to the Internet
173 Assigned Numbers Authority (IANA) concerning additions to a registry hosted by IANA
174 [RFC8126].

175 The PWG depends on IETF Designated Experts to add / delete / modify entries in the
176 following IANA registries:

177 • Internet Printing Protocol (IPP) Registries [IANA-IPP].

178 • Job Monitoring MIB [RFC2707]

179 • Printer MIB v2 [RFC3805]

180 • Printer Finishing MIB [RFC3806]

181 6. Overview of Changes

182 6.1 20230501

183 The following changes were made to this PWG Roles and Responsibilities PWG Policy:

184 • Added section 3 "PWG Workgroup Officer"; and

185 • Removed SME and added IEEE ISTO Program Manager

186 • Added PWG Document Editor

187 6.2 20221221

188 The following changes were made to the previous version of this PWG Roles and
189 Responsibilities PWG Policy [PWG-RnR-2020]:

190 • Added definitions of PWG Workgroup Officers;

191 • The "PWG Administrators" section was retitled to be "PWG Staff and Liaisons";

192 • A new "Outside Partners" section was created; and

193   • Part of the definition of the IETF Designated Expert was migrated to Process 4.0

7. References

7.1 Normative References

196   [BCP14]   S. Bradner, "Key words for use in RFCs to Indicate Requirement
197   Levels", RFC 2119/BCP 14, March 1997,
198   https://tools.ietf.org/html/bcp14

199   [PWG-ELECTION]   S. Kennedy, J. Leber, I. McDonald, "PWG Officer Elections Policy",
200   Printer Working Group Policy, March 2021,
201   https://ftp.pwg.org/pub/pwg/general/process/pwg-officer-elections-
202   policy.pdf

203   [PWG-PROCESS]   S. Kennedy, J. Leber, I. McDonald, "PWG Process v4.0 (DRAFT)",
204   May 2023, https://ftp.pwg.org/pub/pwg/general/wd/wd-pwg-process-4-
205   20230501.pdf

7.2 Informative References

207   [IANA-IPP]   "Internet Printing Protocol (IPP) Registrations", Internet Assigned
208   Numbers Authority, https://www.iana.org/assignments/ipp-
209   registrations/ipp-registrations.xhtml

210   [PWG-RnR-2020]   S Kennedy, J. Leber, I. McDonald, "PWG Roles and Responsibilities:
211   PWG Policy", Printer Working Group Policy, September 2020,
212   https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-
213   responsibilities-policy-20200924.adoc

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