Printer Working Group
Steering Committee Meeting Minutes

Camas, WA
12 January 2005

Submitted by Harry Lewis, IBM, PWG Chairman

1 Time and Place

The PWG Steering Committee meeting was held in Camas, WA at the Sharp facilities, from 4:30-6:30pm on January 12, 2005.

2 Agenda

The agenda of the Steering Committee meeting focused on discussion about PWG status, direction, September expiration of officer terms and other general issues facing the PWG. The meeting was open to anyone who had been attending the Camas meeting and had interest in the direction and leadership of the PWG.

3 Meeting Attendees

Attendee	Company	Email Address
* Bergman, Ron	Ricoh	Ron.Bergman@rpsa.ricoh.com
Fabre, Scott	Sharp Labs	scottfab@sharplabs.com
* Farrell, Lee	Canon	Lfarrell@cis.canon.com
* Lewis, Harry	IBM	harryl@us.ibm.com
McDonald, Ira	High North	imcdonald@sharplabs.com
* Thrasher, Jerry	Lexmark	thrasher@lexmark.com
* Wagner, William	NetSilicon	wwagner@netsilicon.com
Whittle, Craig	Sharp Labs	cwhittle@sharplabs.com
Wright, Don	Lexmark	don@lexmark.com

* Steering committee member

4 PWG Steering Committee Business

4.1 Membership Renewal

The annual $1500 PWG Membership fee was invoiced in December. To date, dues have been remitted by the following companies:

Canon
Epson
HP

Intermate
Knoica/Minolta
Lexmark
Ricoh
Sharp
Software Imaging
Xerox

The PWG expects to receive fees from more vendors during the month of January. A full report of member status will be provided at the April Plenary in Tokyo.

4.2 PWG Leadership

The 2 year term for PWG Officers, including Chairman, Vice Chairman and Secretary will expire in September 2005. The PWG needs to conduct nominations in time for an election to conclude at the July Plenary in San Francisco.

At the beginning of the current 2 year term, the PWG had some difficulty securing willing volunteers to staff these leadership positions. In particular, it was very difficult finding someone willing to assume the responsibilities of PWG Chairman. As we approach nominations, we realize the PWG is not prepared in the event that, for some period, full leadership cannot be established. The Steering Committee agreed to accept the task of outlining this plan. Following the Camas meeting, we will begin a series of conference calls to address this topic.

In addition to a back-up plan for temporary partial leadership, the Steering Committee will also work on improving our ability to articulate the value and services of the PWG with the goal of attracting greater industry participation and continued leadership.

4.3 Working Group Leadership

4.3.1 Semantic Model

The PWG Semantic Model is widely leveraged today and forms the basis in terms of model, objects and vocabulary for future standardization throughout the print industry. Peter Zehler (Xerox) is a pioneer, key contributor and figurehead who played a central role in the establishment of the PWG Semantic Model. Due to job reassignment, Pete must step down from his Semantic Model role. The Semantic Model is still growing and will require maintenance over time. The PWG must find volunteers to assume the responsibilities of editor and Chairman of the SM effort.

4.3.2 IPP Working Group

During initial development of IPP, the PWG officially chartered this group under the IETF. Soon after the IPP standards were completed and accepted by the IETF the Chairman of IPP stepped down and the IETF IPP working group was dismantled. Since that time, numerous drafts for IPP extensions have been proposed within the PWG, some

of which have traversed the PWG process to become Candidate Standards. We agreed that the existing IPP working group and e-mail reflector (ipp@pwg.org) are appropriate for developing additional IPP extensions as well as completing work that may have originated (but not completed) during the IETF charter such as MailTo IPP notification. At call for re-chartering will be sent to the IPP reflector.

4.4 PWG Scope and Activity

It is observed that the activity level of the PWG (measured by the number or active working groups) is diminished compared to previous levels. While this is a natural phenomenon in the course of an organization with the longevity of the PWG, there is some concern that membership could fall off if there are no meaningful active programs drawing attention and participation.

The PWG membership requirements and fee structure are intentionally light-weight with the notion that periods of "maintenance only" activity may be sustained. The base level of PWG activity is expected to include periodic review of requests for extensions to registries such as MIB enums and Semantic Model elements. The PWG should have active working groups developing Standards only when the need arises from issues that are best addressed in the industry through standardization.

4.4.1 Define Maintenance Organization

The PWG has a complete Process defined which clearly states the organizational and operational requirements for standards development activity. The PWG Process document should be amended to describe how the PWG will behave during extended periods of maintenance (only) activity. The Steering Committee will meet in follow-on conference calls to discuss and outline this topic. Some suggestions were offered at the Camas meeting.

1. Maintain a minimum of 1 face to face meeting per year as a Plenary, review of past and pending activity and direction setting for the PWG.
    a. Conduct most business via phone conferences
2. Define reduced (facilitator) roles for PWG Chairman, Vice Chairman and Secretary to encourage leadership continuity during low activity periods.
3. Consider maintenance level renegotiated ISTO fees based on lower utilization and value
4. Regularly maintain and update PWG web page so as to provide timely and accurate information and access and not to give the appearance of the organization having become out of date or entirely inactive.

4.4.2 Define Minimal Organization

Every organization should have a minimum level of consciousness beyond which it can no longer be considered viable. Partly, this minimum level will be defined by the organizations Letters of Incorporation. The Steering Committee feels that it is prudent for the PWG to consider scenarios such as temporary lapse of formal leadership, how the value and services of the PWG would continue to be delivered and how the PWG

organization would boot-strap or re-constitute from such a low level should a new standards endeavor require our attention. The Steering Committee will meet in follow-on conference calls to discuss and outline this topic. Some suggestions were offered at the Camas meeting.

1. No face to face meetings.
2. Officers (Chairman, Vice Chairman and Secretary) may be combined into one facilitator role.
3. Must renegotiated ISTO fees
4. Define components and procedure for re-booting
   a. "Time Capsule"
   b. Contact list
5. Regularly review PWG web page and update as necessary
6. Consider alternatives such as merger with other standards organization.
   a. Consider legal and copyright ramifications

4.5 PWG Web Page

The current PWG web page is too far out of date and in need of maintenance. This is an urgent topic for the PWG. All working group Chairs should review their links and content and prepare a list of necessary changes. The Steering Committee will identify one or more webmasters to make the needed updates and provide follow-on maintenance.

4.6 Active Liaisons

The PWG has had formal and informal liaisons with many standards organizations in the past, including IETF, DMTF, W3C, MFPA, UPnP, Bluetooth, CIP4 and FSG. Effective liaison requires active participants, willingness on both sides and, sometimes, overt solicitation in one direction or the other. As active participants become scarce new liaisons become difficult to achieve. In our current state, with fewer willing contributors, the PWG needs to pick our liaisons carefully. In Camas, we agreed that the DMTF CIM and PWG WIMS efforts represent a key alliance opportunity which should be fully investigated.

4.7 Action Items

Below is a list of action items resulting from the Camas Steering Committee meeting.

Action	Owner	Target Date
Schedule follow-on SC conference calls	Harry Lewis	01/21/2005
Call for IPP w/g re-chartering	Harry Lewis	01/21/2005
Call for SM Owner/Editor	Harry Lewis	01/21/2005
Investigate DMTF / WIMS liaison	Harry Lewis	01/21/2005
W/G Chairs review web page content	W/G Chairs	02/18/2005
Identify webmasters	Harry Lewis	02/28/2005

Open nominations for PWG Officers	Harry Lewis	02/28/2005
SC define maintenance organization	Steering Committee	07/12/2005
SC define minimum organization.	Steering Committee	07/12/2005

5 Future Meetings

A schedule for follow-on Steering Committee conference calls will be developed. The goal will be to meet once every other week, to culminate at the July face to face in San Francisco.