

Home Gateway Initiative

Working procedures

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Abstract

This document describes the procedures for contributions to the HGI working groups, the process of documents approval, release and maintenance. In case of missing information or discrepancies the HGI Statutes are taken as the definitive reference and the Board of Directors is responsible for their interpretation.

Table of Contents

Table of Contents	2
1 Introduction	3
2 Contributions submission process	4
2.1 Introduction	4
2.2 Process description	4
3 Documents authorization and release process description	5
3.1 Introduction	5
3.2 Document release as HGI document	5
3.2.1 Definitions	5
3.2.2 Document preparation, objectives and timing	5
3.2.3 Working phase	6
3.2.4 Document review	6
3.3 HGI contribution to SDOs (Standards Development Organizations) or other de- facto organizations	7
3.3.1 Liaisons which communicate all or part of an approved and public HGI document	7
3.3.2 Liaisons which communicate all or part of an HGI confidential document or draft	8
4 Annex 1. Template for requesting the start of the working phase of a document	9
4.1 Document title and objectives	9
4.2 Abstract	9
4.3 Document timeline	9
4.4 Document confidentiality	9
4.5 Potential IPRs	9
4.6 Other annotations and remarks	9
5 Annex 2. Template to be used for submitting comments/reviews	10
6 Annex 3. Documents revision and maintenance process	11
6.1 Definitions	11
6.1.1 Technical Document	11
6.1.2 Amendment	11
6.1.3 Annex	11
6.1.4 Appendix	11
6.1.5 Corrigendum	11
6.1.6 Normative reference	11
6.1.7 Normative text	11
6.1.8 Contribution	11
6.1.9 Draft	11
6.2 Document types and naming formatting	12
6.3 Documents revision and maintenance	12
6.4 Documents information	12

1 Introduction

This document describes the working procedures of the HGI for contributions and document publication.

It gives indications about the processes to be followed by all the HGI members. It defines the responsibilities and the timeline for document release.

An annex gives the template to be followed when initiating the process of writing and official HGI document.

In case of missing information or discrepancies the HGI Statutes are taken as the definitive reference and the Board of Directors is responsible for their interpretation.

2 Contributions submission process

2.1 Introduction

This section describes the process for contributions to HGI working documents.

In case of missing information or discrepancies the HGI Statutes are taken as the definitive reference and the Board of Directors is responsible for their interpretation.

2.2 Process description

The contribution process is managed by the WG chairs in accordance with the guidelines of this document (the “Document authorization and release process” sections), those of the Management Committee (MC) and by following the policies of the document server.

In order to enable the tracking and their reference in documents, agendas, minutes and all the contributions must be uploaded to the document server and therefore registered according to the guidelines described in this document. Minutes and agendas of the conference calls of the Working Groups can be circulated only on the corresponding WG mailing lists and retrieved if needed from the mailing lists archives.

Contributions must clearly identify which WG document and/or topic they are relevant to.

They can be of one of 2 types, and the type must be indicated in the abstract. The types are:

- For information only
- Proposal to add/modify/delete text

Where textual changes of any type are proposed then the contribution should clearly state the section/chapter to which they refer. No particular templates need to be used but the document has to be compiled in a format which is easy to edit and enables easy integration of its content into the main document (i.e. .doc, .txt, .rtf et similia are encouraged). The general format should have a rationale, followed by offered text/proposed changes. There must be a brief abstract which includes the document type and context.

All contributions to a WG referring to a specific document in its “Working phase” or other support contributions must be uploaded by the Author to the Server and announced on the WG mailing list. Each uploaded document will automatically be given a reference number.

Documents entering the “General Review” or “Final Ballot” phase will be uploaded by the WG Chair or Management Committee members according to the Document authorization and release process.

All contributions must be uploaded by the sender to the appropriate folder of the relevant WG following the document server procedures. Final Review documents will go into a WG sub-folder reserved for this purpose (e.g. the folder of a plenary meeting) or into the WG folder. A search feature integrated in the document server facilitates the retrieval of the documents pertaining to a specific WG or subject.

Contributions to be discussed during plenary quarterly meetings must be uploaded by the author at least 3 working days before the first day of the meeting and announced to the WG mailing list. The WG chair and deputy chair will make reference to them in the agenda (reporting their links on the server) and in the minutes.

3 Documents authorization and release process description

3.1 Introduction

This section describes the entire process from document proposal to official release.

In case of missing information or discrepancies the HGI Statutes are taken as the definitive reference and the Board of Directors is responsible for their interpretation.

3.2 Document release as HGI document

Following the Statutes guidelines (section 11.2) this document defines the document preparation and release framework that will be part of the “Procedures for Technical Work”.

3.2.1 Definitions

- Requirements document: a document that either defines requirements for a home gateway or specifies functional capabilities supported by a home gateway.". It may contain as well recommendations or guidelines on other systems.
- Informational document: a document that does not contain any requirement on the Home Gateway. It can contain guidelines and recommendations on other systems (devices, servers, networking capabilities, etc), methods of implementations of Home Gateway requirements, white paper, etc.

3.2.2 Document preparation, objectives and timing

This applies to both requirements and informational documents.

The purpose and objectives definition process of a technical document can be started by the Management Committee (MC) as well as following a request of a Working Group.

The MC defines if the document is a requirements document or informational documents and therefore the appropriate review and approval mechanisms will apply as described in this section.

If the Management Committee requires the WG to start working on a document, then the MC, as per the Statutes, is responsible for giving the precise guidelines, for defining the objectives and, in agreement with the WG Chairs, to define a timeline for that document. A Table of Contents of the document may be defined in agreement with the Architectural Task Force or proposed by the WG. The MC assigns the editorial responsibility to a single editor even if multiple working groups are expected to contribute. The editor will lead the editorial work and can solicit contributions to other WG members.

If the document preparation process is started by a Working Group then before a WG starts to compile a document that will clearly meet an objective within the WG charter, the WG chair must submit a request for approval to the MC in order to allow the document to enter the “Working Phase”. The request has to clearly state the objectives of the document and the expected date of release in addition to all the information included in the “Working phase request” template. The WG chair will forward the request to the Management Committee that must approve it, reject it or request clarifications and/or modifications within 8 working days. If approved, the document will enter the “Working Document phase” and will receive a registered number on the document server. The document must comply with the HGI IPR policy as defined in the Statutes.

3.2.2.1 Confidentiality classification

The MC defines as well, upon consultation with the WG Chairs, the appropriate level of confidentiality: internal use (members only), confidential (to be disclosed to liaison partners or similar), or for public release. At the MC's discretion, a 'confidential' document may have its classification relaxed to become 'public' after a defined period (not to exceed 6 months). Documents classified as 'For internal use' will retain this status for their entire life. Public release documents will not actually be made available to the public until they are completed.

IMPORTANT: documents (both requirements and informational) intended for internal use (members only) will not have to go through the final ballot phase, but after being reviewed by the WG that generated them they will need to be approved by the MC only.

3.2.3 Working phase

After approval by the MC, the document will enter its "Working Phase". This phase will be driven by the WG chair and deputy chair and the MC will periodically check the results for consistency and quality. The work will be carried out by means of audioconferences, through the mailing list of the WG (if needed forwarded to other WGs mailing lists), during Plenary meetings and additional interim technical meetings (if needed). The document will be continuously kept updated after each conference call or meeting and the latest revision uploaded by the editor to the document server. The latest revision is the one that must be referenced when sending contributions or comments. The document objectives and schedule must remain those described in the approval request for its entire life. If amendments are needed (this procedure is highly discouraged in order to avoid delays) then the WG chair has to submit a change request for approval to the MC.

3.2.4 Document review

While both the requirements and informational documents share the launch and working phase steps, they are distinguished in the review and approval phases.

3.2.4.1 Requirements documents

When the editor and the WGs involved in the process consider the document ready for the final review, the MC will review and publish a stable and complete version of the document on the server and announce this on the General list. Contributions and comments will be invited against this version and must be received within 2 weeks and must be uploaded to the document server and notified to the mailing list of the WG that edited the document. These contributions will be discussed in an audioconference or interim meeting or plenary meeting to be held no more than 2 weeks after the opening of the "General Review" to reach the final consensus. Then the document, following a review of the MC (checking for quality, consistency and completeness), will enter the "Final Ballot" phase.

3.2.4.1.1 Final ballot

At least 1 week before the scheduled time for release the document will be sent by the MC to the HGI representatives list for approval by the primary contacts of the HGI members as they appear in the membership registration form. The approval process will require an "Approve" or "Not Approve" or "Abstain" vote to be sent to the HGI Secretary by E-Mail within 2 weeks. In order to be ratified, the 'Approves' must outnumber the 'Not Approves' by a ratio of at least 2:1 (i.e. a 66% majority of those who expressed a definite view). For the vote to be quorate at least 50% of the operators members of the HGI must cast a vote. If it is approved, then the document will be sent to the Management Committee for its final approval. If it is rejected then the WG chair will start a review process following the MC guidelines.

3.2.4.1.2 Approval and publication

The document release and publication process will be carried out by the Management Committee according to the procedures described in section 9 of the HGI Statutes and here reported in the following.

“The Management Committee takes decisions upon request by a Technical Working Group to approve the technical document issued by the Technical Committee. This approval is taken by a simple Majority of fifty (50) percent of its members plus one. In the case this majority is not reached, the Technical Working Group will have to reconsider the submitted document upon the guidance provided by the Management Committee”

3.2.4.2 Informational documents

When the editor and the WGs involved in the process consider the document ready for the final review, the MC will review and publish a stable and complete version of the document on the server and announce this on the General list. Contributions and comments will be invited against this version and must be received within 1 week and must be sent only to the mailing list of the WG that generated the document. These contributions will be discussed in an audioconference or interim meeting or plenary meeting to be held no more than 2 weeks after the opening of the “General Review” to reach the consensus. Then, after a final editorial cleanup, the document will be considered approved by the Working Groups and passed to the MC for the final approval.

3.2.4.2.1 Approval and publication

The document release and publication process of informational documents, will be carried out by the Management Committee according to the procedures described in section 9 of the HGI Statutes and here reported in the following.

“The Management Committee takes decisions upon request by a Technical Working Group to approve the technical document. This approval is taken by a simple Majority of fifty (50) percent of its members plus one. In the case this majority is not reached, the Technical Working Group will have to reconsider the submitted document upon the guidance provided by the Management Committee”

3.3 HGI contribution to SDOs (Standards Development Organizations) or other de-facto organizations

The contribution to selected SDOs (or other de facto or de jure standardization bodies as indicated in the Statutes and following the guidelines of the Board of Directors and the General Assembly) must first of all follow the rules and guidelines given in the HGI Statutes, defined by the Board of Directors and the Liaisons Sub-Committee (this role can be played by the Management Committee). This section of the document therefore describes the document preparation, approval and release process only.

There are two types of documents, which are different in nature, and so need a different approval process.

3.3.1 Liaisons which communicate all or part of an approved and public HGI document

Following a decision of the BoD, and a proposal from the MC regarding the objective of the document (e.g. the target SDO) and its expected date of release, the WG chairperson (or the chairpersons of the

WGs that are relevant for that specific contribution; the decision regarding the responsibilities will be taken by the MC) starts the process for the document release.

The document content must be taken from an already approved and public HGI document. The WG chairperson/s and the deputy chairperson/s prepare a first version of the contribution using excerpts from approved and public HGI documents. No technically relevant text must be added or modified when compiling this version of the document.

The liaison ambassadors in coordination with the MC then transfer the document to the receiving organization.

3.3.2 Liaisons which communicate all or part of an HGI confidential document or draft

SDOs do not just liaise completed documents, they also communicate other information, for example a request to do something or a comment on the activity of the other body etc. There is a need for a fast-track approvals process for such communications.

The Chair of the appropriate working group will draft the proposed liaison and must get consensus from his WG members that the liaison is appropriate. This will then be passed to the MC, along with the objective and the time by which the liaison needs to be sent (having taken into account the urgency of the communication and the meeting timescales of both bodies). The proposed liaison must be received by the MC at least 1 week prior to the requested date for sending.

The liaison ambassadors in coordination with the MC then transfer the document to the receiving organization.

4 Annex 1. Template for requesting the start of the working phase of a document

This section provides the template to be followed in order to get the approval from the Management Committee for the formal start of the compilation of a WG technical document.

In case of missing information or discrepancies the HGI Statutes are taken as the definitive reference and the Board of Directors is responsible for their interpretation.

4.1 Document title and objectives

The title of the document must be comprehensive enough to enable the reader to identify its main objectives and contents.

4.2 Abstract

Describe in about 15 lines the overall objectives of the document with the appropriate reference to the HGI reference architecture and the global usage scenarios. The purpose and outcome of the document must be clear, in particular the abstract must address the problems to be solved, the relationship with other relevant bodies and standards with a very strong emphasis on the added value provided by the HGI in solving the problem.

4.3 Document timeline

Define the expected time for release of the document. Take into account the 6 weeks needed to go through the entire process (described in the “Documents authorization and release process description”) of approval and the overall HGI timeline and release dates agreed by the MC and WG chairs.

4.4 Document confidentiality

Suggest a confidentiality level for the document and support it with solid motivations. The available levels are: internal use (members only), confidential (to be disclosed to liaison partners or similar) and for public release. The actual level of confidentiality will be assigned by the MC based on the overall proposal, and taking the suggested level into account. The level of confidentiality can be kept higher for some time, but no more than 6 months, at the MC discretion i.e. a Confidential document can become Public. Documents classified as “For internal use” will retain this status for their entire life.

4.5 Potential IPRs

Declare potential IPRs regarding the work to be undertaken following the guidelines of the HGI IPR policy.

4.6 Other annotations and remarks

Briefly add any other remarks and references to documents that might help the analysis.

5 Annex 2. Template to be used for submitting comments/reviews

Insert WG name

Submitting company	
Reference person	
Submission date	

Reference document	
Reference section or page	<i>Insert the exact section number or reference page or, in case of list of requirements, the req. number</i>
Comment	<i>insert text, reasons for requesting the change/addition</i>
Proposal for changes deletions or additions	<i>Insert proposal</i>

6 Annex 3. Documents revision and maintenance process

6.1 Definitions

6.1.1 Technical Document

A Technical Document is a document approved by the HGI and approved for publication according to the HGI Statutes and to the current working procedures.

6.1.2 Amendment

An amendment to a Technical Document contains functional changes or additions to an already published Technical Document. It includes the direct references to the section of the original document to be amended and it is clearly identifiable in the public document listing. The amendment is published by the HGI as a separate document. If the amendment contains normative text changes or additions, approval of an amendment follows same approval procedures as Technical Document; otherwise it is agreed at the HGI plenary.

6.1.3 Annex

An annex to a Technical Document contains material (e.g. technical detail or explanation) which is necessary to its overall completeness and comprehensibility and is therefore considered to be normative text.

6.1.4 Appendix

An appendix to a Technical Document contains material which is supplementary to and associated with the subject matter of the Technical Document but is not essential to its completeness or comprehensibility and is therefore considered to be informative text.

6.1.5 Corrigendum

A corrigendum to a Technical Document contains corrections (without functional changes or additions) to an already published Technical Document . A corrigendum is published by the HGI as a separate document. If the corrigendum contains corrections to normative text, approval of a corrigendum follows same approval procedures as Technical Document; otherwise it is agreed at the HGI plenary.

6.1.6 Normative reference

Another document that contains provisions, which, through reference to it, constitute provisions to the referring document

6.1.7 Normative text

Text that MAY contain requirements

6.1.8 Contribution

A Contribution is an HGI internal-only document that is submitted by an HGI member to provide support to the Working Groups during the discussion of the relevant technical and business topics.

6.1.9 Draft

A Draft is an HGI internal-only document that represents an earlier version of a Technical Document that is discussed by the Working Groups

6.2 Document types and naming formatting

The documents stored on the HGI Document Server are divided in the following categories:

- Public Documents
 - Technical documents stored in the public HGI web site and accessible by the general public
 - Technical documents names are formatted as HGI_Vxx.x in which xx.x is the version number. They are always published in pdf.
- HGI Confidential documents
 - Contributions and Drafts are stored in the HGI members document server and accessible by HGI members only
 - Contributions and Drafts types names are formatted in the following way: XX_HGI#####R\$\$ (documents can be of every file type the contributor has decided to provide them; .doc, .pdf, .ppt, .txt, .xls)

XX is a one or two letters code related to the Working Group or Plenary meeting to which the document is intended following this coding: GW (Home Gaeway Architecture WG), RM (Remote Management WG), B (Business WG), T (Technical, general), QS (Quality of Service WG), GI (General interest), P (Plenary)

is a 5 figures unique progressive number that is automatically associated to the document when the document creation is requested

\$\$ is the revision number

6.3 Documents revision and maintenance

The HGI public documents (Technical Documents) can be revised according to the HGI working procedures described in this document and, if additions/corrections are of technical relevance they will have to go through the formal approval process.

The Contributions can be reviewed by the author/authors when updated information are added. The Document Management Server automatically add a R\$\$ (in which \$\$ is an increasing number from 01 to 99) to the document name.

The drafts are edited by the WG Chairpersons and Deputy Chairpersons and are reviewed by the WG. Whenever a new revision is ready to be uploaded to the server and then a R\$\$ (in which \$\$ is an increasing number from 01 to 99) is added to the document name.

6.4 Documents information

The HGI Technical Document have in their forewords all the needed information to track, e.g., the history, authors and revisions.

The Contributions and Drafts are stored in the Document Management Server and the submitter when uploading a document is always requested to fill a form with several details (Authors, Company, Title, Abstract) useful to search the document with a web based tool.