OPERATIONS AND PROCESS COMMITTEE CHARTER

DATE: **NOVEMBER 11TH, 2002**

1. DESCRIPTION AND GOALS

The Operations and Process Committee reports to the Technical Plenary and provides support on Operational and Process activities.

From a Process Perspective, the Operations and Process Committee will develop and maintain the Process Materials by which the Technical Plenary will operate. This will include the review and analysis of the impacts of the process on the organisation. Impact assessments will be performed to get feedback, not only on the process documents, but also on the actual realization to determine what works and what doesn't.

From an Operational perspective, the Operations and Process committee will make recommendations for consideration and action by the Technical Plenary. This will include support of liaison relationships with external organizations. This committee will also support assessments that include IT requirements and Staffing needs of the Technical Plenary in conjunction with OMA Staff.

2. SCOPE

The process material developed by the Operations and Process Committee will be targeted at the operations of the Technical Plenary. There may be areas where these processes will impact the relationship between the Technical Plenary and the OMA Board of Directors but these are intended to make sure that the smooth operation of Technical Plenary occurs and not to drive process for the Board of Directors, which is out of scope for this committee.

The Operations and Process Committee will also be responsible for the education and training of process for the Technical Plenary membership. This will include such efforts as developing process guides for Chairs and members. In addition, the committee will also be a source of general process shepherds to assist in the ongoing interpretation of process for cases that may be underspecified.

The Technical Plenary may assign other duties to the Operations and Process Committee to assist in its operational activities. This will provide an opportunity for the Technical Plenary to delegate certain assignments that may need more detail or preparation of a recommendation for consideration by the Technical Plenary.

While the Operations and Process Committee will develop process materials, it does not produce Technical Specifications.

3. CRITERIA FOR SUCCESS

Success is seen as the smooth, process-based operation and support of the activities of the Technical Plenary. In the short-term, this will involve the acceptance and adoption of the documented processes.

4. DURATION

The OMA Operations and Process Committee will serve the Technical Plenary as long as it is needed. Annual charter renewals will help manage the scope of the Committee.

5. SCHEDULE AND DELIVERABLES

The Operations and Process Committee will develop and maintain the Process Document that will address the processes and procedures of the Technical Plenary and its subordinate units. In addition, the committee will develop and maintain document Templates.

It is expected that there will be continual refinement activities through most of 2003 that will involve incremental document updates. These will be presented for Technical Plenary for approval during OMA Plenary meetings as needed.

The Operations and Process Committee will provide regular status reports to the Technical Plenary

6. RESOURCE REQUIREMENTS

Web Pages, Email List, Teleconference Bridge and Staff Support as Needed

7. LIAISON/COLLABORATION WITH EXTERNAL ORGANISATION

The Operations and Process Committee may support coordination activities between Technical Plenary and External Organisations as needed. This may include helping to establish or maintain liaisons with such organisations. It would not generally include technical communications with other organisations unless it serves to coordinate responses from several OMA Working Groups.

8. COORDINATION WITH OTHER OMA ACTIVITIES

- Reports to Technical Plenary – Provides Recommendations

- Process Work will involve affected Working Groups and Other Plenary Committees, as needed

- Will Provide Linkage to OMA Staff and Board of Directors as required by the Technical Plenary

9. DEPENDENCIES TO OMA SPECIFICATIONS

Not Dependent

10. MEETINGS AND COMMUNICATION

The Operations and Process Committee will communicate through normal approaches such as Technical Plenary Meetings, Interim Meetings, Telephone Conferences, Web Pages and Mailing List.

Committee's Home Page has information on the mailing list and conference call schedule. The URL for this page is - http://www.openmobilealliance.org/member/technicalPlenary/ops/index.htm.

11. MEMBERSHIP

The Operations and Process Committee is open to all Sponsor, Full and Associate member companies.