



OMA Organization and Process

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Contents

1.	SCOPE	6
2.	REFERENCES	7
2.1	NORMATIVE REFERENCES	7
2.2	INFORMATIVE REFERENCES.....	7
3.	TERMINOLOGY AND CONVENTIONS	8
3.1	CONVENTIONS	8
3.2	DEFINITIONS.....	8
3.3	ABBREVIATIONS	9
4.	INTRODUCTION	10
5.	PRINCIPLES OF OPERATION	11
6.	OMA ORGANISATIONAL STRUCTURE	12
6.1	TECHNICAL PLENARY	12
6.2	VIRTUAL AND PHYSICAL TECHNICAL PLENARIES.....	12
6.2.1	Virtual Technical Plenary	12
6.2.2	Physical Technical Plenary	13
6.3	GROUP TYPES.....	13
6.3.1	Working Groups (WG)	13
6.3.2	Committees of Technical Plenary (TP Committees).....	14
6.3.3	Sub-Working Groups (SWG) and Sub-Committees	14
6.3.4	Informal Groups.....	14
6.3.5	Rules of Engagement Summarized	17
6.4	ELECTRONIC WORKING	17
7.	ADDITIONAL PROCESS, PROCEDURES AND GUIDELINES	18
8.	MEETINGS	19
8.1	MEETING NOTICE PERIOD	19
8.1.1	Rescheduled Meeting Notice	19
8.2	PARTICIPATION IN MEETINGS AND VOTES.....	19
8.3	JOINT MEETINGS.....	19
8.4	IPR CALLS IN MEETINGS	20
9.	OFFICERS	21
9.1	RESPONSIBILITIES OF OFFICERS	21
9.1.1	Responsibilities of the Chair	21
9.1.2	Responsibilities of the Vice-Chair	21
9.1.3	Responsibilities of the Convener	21
9.1.4	Responsibilities of the Interim Chair	21
9.2	ELECTION AND DISMISSAL OF OFFICERS	21
9.2.1	Notification Periods	21
9.2.2	Elections of Officers	22
9.2.3	Removal of Officers.....	24
10.	LIAISON	25
10.1	LIAISON RELATIONSHIPS	25
10.1.1	Information on Established Relationships	25
10.1.2	Request to Create or Modify a Relationship with an External Organisation	25
10.1.3	Response to Request for Liaison Relationship.....	26
10.2	COMMUNICATING AND RECORDING OF LIAISON DOCUMENTS.....	26
10.2.1	Liaison Contacts	26
10.2.2	Approving a Liaison Document.....	26
10.2.3	Sending a Liaison Document to an External Organisation	27
10.2.4	Receiving a Liaison Document from an External Organization	27
10.2.5	Handling of Liaison	27
10.3	HANDLING COMMUNICATIONS BEYOND SCOPE OF RELATIONSHIP.....	28
10.3.1	Sending Information	28

10.3.2	Receiving Information	28
10.3.3	Recording Information	28
11.	TECHNICAL DECISION MAKING	29
11.1	CONSENSUS	29
11.1.1	Consensus in Physical or Real-Time Meetings	29
11.1.2	Consensus in Non-Real-Time Activities	29
11.2	VOTING IF CONSENSUS CANNOT BE ACHIEVED	30
11.2.1	Phrasing of Voting Questions	30
11.3	RATIFICATION OF DECISIONS	31
11.4	APPEALS	31
11.5	VOTING ON TECHNICAL ISSUES	32
12.	DOCUMENT PROCEDURES	33
12.1	PERMANENT DOCUMENTS	33
12.1.1	Permanent Document Numbering	33
12.1.2	Permanent Document Types	35
12.1.3	Permanent Document Name Models and Examples	35
12.2	INTERNAL DOCUMENTS	41
12.2.1	Internal Document Numbering	41
12.2.2	Internal Document Types	42
12.2.3	Internal Document Name Models and Examples	42
12.3	SPECIAL DOCUMENT HANDLING	43
12.3.1	Charters	43
12.4	DOCUMENT DISPOSITIONS	44
12.5	DOCUMENT SUBMISSION AND AVAILABILITY	45
12.5.1	Document Submission	45
12.5.2	Submission of Revision Marked Documents	45
12.5.3	Document Availability Before a Meeting	45
12.5.4	Presentation of the Document	45
13.	WORK ACTIVITIES	47
13.1	OMA PROCESS FLOW	47
13.1.1	Work Item Definition Phase	48
13.1.2	Assignment to Working Group Phase	50
13.1.3	Release Package Development Phase	51
13.1.4	Candidate Validation and Final Approval Phase	57
13.1.5	Review Process	60
13.1.6	Managing Obsolescence	62
13.2	LIGHTWEIGHT DEVELOPMENT PROCEDURES	63
13.3	HANDLING OF ORGANIZATIONAL DOCUMENTS	64
13.4	GENERATION OF PERMANENT DOCUMENTS	64
13.5	DOCUMENT CHANGE MANAGEMENT	65
13.5.1	Classes of Changes	65
13.5.2	Contents of a Change Request	66
13.5.3	Process for Handling of Change Requests	66
13.5.4	Incorporation of Changes	66
13.5.5	Handling of a Document with Incorporated Changes	67
APPENDIX A	CHANGE HISTORY (INFORMATIVE)	68
A.1	APPROVED VERSION HISTORY	68
APPENDIX B	ABNF GRAMMAR FOR DOCUMENT NAMES	69

Figures

Figure 1: OMA Organisational Structure	12
Figure 2: Model of Group Hierarchy	13
Figure 3. Simple Legend for Process Flow Diagrams (Informative)	48
Figure 4. Flow Diagram for Work Item Definition Phase (Informative)	48
Figure 5. Flow Diagram for Assignment to Working Group Phase (Informative)	50
Figure 6. Flow Diagram for Release Package Development Phase (Informative).....	52
Figure 7. Flow Diagram for Candidate Validation and Final Approval Phase (Informative).....	57

Tables

Table 1: Responsibilities of Groups in Technical Plenary	17
Table 2: Meeting Notice Periods	19
Table 3: Voting Procedures	32
Table 4: Permanent Document Numbering	33
Table 5: Document Version.....	34
Table 6: Permanent Document Types.....	35
Table 7: Temporary Document Numbering	41
Table 8: Internal Document Types	42
Table 9: Document Dispositions.....	45

1. Scope

The scope of this specification is to define the operations and processes of the Technical Plenary of OMA.

2. References

2.1 Normative References

[RFC2119] “Key words for use in RFCs to Indicate Requirement Levels”. S. Bradner. March 1997.
URL:<http://www.ietf.org/rfc/rfc2119.txt>

2.2 Informative References

[OMAIPR] Open Mobile Alliance™ IPR Guidelines available at
URL:<http://www.openmobilealliance.org/ipr.html>

[OMATP] Open Mobile Alliance™ Technical Plenary at
URL:<http://www.openmobilealliance.org/tech/technicalPlenary.html>

[RFC4234] “Augmented BNF for Syntax Specifications: ABNF”. D. Crocker, Ed., P. Overell.
October 2005. URL:<http://www.ietf.org/rfc/rfc4234.txt>

3. Terminology and Conventions

3.1 Conventions

The key words “MUST”, “MUST NOT”, “REQUIRED”, “SHALL”, “SHALL NOT”, “SHOULD”, “SHOULD NOT”, “RECOMMENDED”, “MAY”, and “OPTIONAL” in this document are to be interpreted as described in [RFC2119].

All sections and appendixes, except “Scope” and “Introduction”, are normative, unless they are explicitly indicated to be informative.

All figures are informative unless explicitly indicated to be normative.

3.2 Definitions

Ad hoc Group	An informal, short lived group under the Technical Plenary or a Working Group or a Committee working in a particular area (e.g. on a particular work item).
BoF Group	An informal, short-lived group that may examine issues which are not covered or addressed within a formal group
Committee	A group chartered by the Technical Plenary to perform specific support tasks
Consensus	Consensus is the overwhelming support for a proposal, with no sustained objections from members
Consistency Group	The group coordinating the Consistency Reviews, not a new group, but a mapping to an existing group as needed by the Technical Plenary
Group	The Technical Plenary, Working Group, Sub-Working Group, Committee, BoF Group or Ad hoc Group.
Liaison contact	A person assigned on a per liaison relationship basis by the Technical Plenary responsible for the maintenance of that specific liaison relationship. The liaison contact maintains a record of liaisons and coordinates, where necessary, with the routing of incoming liaisons between OMA and the liaison partner, as well as ensuring that responses are properly sent on a timely basis on receipt of incoming liaisons. The liaison contact works with the group liaison contact as appropriate.
Liaison coordinator	A person assigned to manage general liaison activity in the Technical Plenary. The liaison coordinator also acts as a backup for those liaison relationships which do not have an assigned liaison contact. The liaison coordinator also supports initial liaising with organisations for which no formal liaison relationship has yet been established.
Liaison group contact	A person assigned in a group (e.g. Working Group or Sub-Working Group) responsible for supporting the liaison with a specific liaison partner. Each group assigns as appropriate a group liaison contact to liaise with the liaison partner. The liaison group contact works with the liaison contact as appropriate.
Membership Rights	Rights granted members, by member classification, as determined and published by the OMA Board of Directors.
Officer	An officer is a chair or vice-chair of a group
Ratification	The act of confirming or accepting (an agreement) by formal consent (decision making, i.e. consensus or voting)
Sub-committee	A committee chartered by a committee to perform specific technical work within the domain of the parent committee.
Sub-Working Group	A group chartered by a Working Group to perform specific technical work within the domain of the parent Working Group
Technical Plenary	The Technical Plenary is a chartered standing committee of the Board of Directors, and is delegated by the Board of Directors with responsibility for technical specification drafting activities, approval and maintenance of technical specifications, and resolution of technical issues
Working Group	A group chartered by the Technical Plenary to perform specific technical work

3.3 Abbreviations

AD	Architecture Document
AHG	Ad hoc Group
BoF	Birds of a Feather
CR	Change Request
DTD	Document Type Definition
ERELD	Enabler Release Document
ERP	Enabler Release Package
ETR	IOP Enabler Test Requirements Document
ETS	IOP Enabler Test Specification
EVP	IOP Enabler Validation Plan
IOP	Interoperability
IPR	Intellectual Property Right
NDA	Non-Disclosure Agreement
OMA	Open Mobile Alliance
PR	Problem Report
PTP	Physical Technical Plenary
RD	Requirements Document
RRELD	Reference Release Definition
RRP	Reference Release Package
SWG	Sub-Working Group
TP	Technical Plenary
TWG	Technical Working Group
VTP	Virtual Technical Plenary
WAP	Wireless Application Protocol
WG	Working Group
WI	Work Item

4. Introduction

For any organization to operate smoothly, there are rules to be followed by the members. This document lays out some of the rules by which participants to the OMA Technical Plenary are expected to adhere.

The processes covered in this document do not address all details of the various activities that will take place in OMA TP. Further, as experience and expectations of the membership improve, changes to these processes may be desirable. Therefore, this Process Document is expected to change over time to address the changing needs of the organization and its members.

5. Principles of Operation

OMA has the following Principles of Operation:

- Openness of organisation and specifications
 - Ensure open consensus driven approach
 - Transparent decision making
 - Representation of all stakeholders in value chain
- Market requirements driven
 - Specifications are tied to clear market requirements
 - Requirements process is linked to OMA working groups processes
 - Ensure consistency of requirements from partners
- Service Interoperability
 - Deployment of interoperable end-to-end services
 - Requirements, Specifications are only tools to facilitate the above
 - Minimise OPTIONAL features
 - Based on a common OMA service architecture
- Encourage innovation
 - OMA future is dependent on continual innovation
 - Encourage new ideas
 - Incubate in a non-blocking environment
- Timely/Rapid and quality specification development
 - Software industry has evolved from 24 to 9 month development cycles
 - Continued industry pressure reduces the specification development cycle-time
 - Pragmatic process flow to speed development
 - Full cycle of processes to validate specifications
- Adaptable OMA processes
 - Specification development based on iterative processes
 - Build on incoming fora's best practices
 - Processes will evolve based on "lessons learned" in each iteration
 - Processes become a guideline, and not a rule or barrier to rapid development
- Support staged integration of new fora
 - Minimise remodelling of existing fora's processes
 - Permit free exchange of information from incoming fora before dividing across technical work groups
- Technical Plenary has overall management of the OMA technical work program
 - Program management
 - Charters new working groups, and re-charters existing working groups
 - Approves work items and specifications
 - Resolves cross working group disputes
 - Owns technical processes
 - Delegates some non technical functions to support groups
 - Minimises procedural overhead in plenary decision making
- Low overhead in organisation
 - Minimise administrative headcount
 - Utilise expertise of members
- Effective positioning in industry
 - OMA work complements work of other bodies
 - Create efficient liaison mechanisms
 - Develop industry commitment to OMA goals

6. OMA Organisational Structure

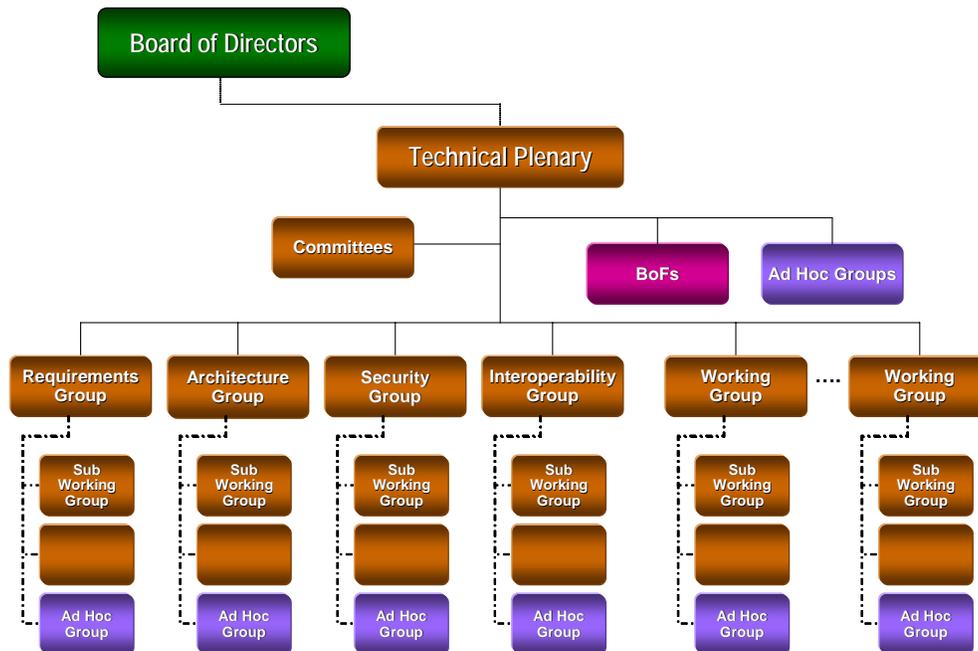


Figure 1: OMA Organisational Structure

6.1 Technical Plenary

The Technical Plenary is a chartered standing committee of the Board of Directors, and is delegated by the Board of Directors with responsibility for technical specification drafting activities, approval and maintenance of technical specifications, and resolution of technical issues.

The charter of the Technical Plenary may be found at [OMATP].

6.2 Virtual and Physical Technical Plenaries

The Technical Plenary SHALL execute its responsibilities as efficiently as possible (i.e. avoid unnecessary delays in reaching agreement, reduce the need for travel, enable full member participation in Technical Plenary discussion, pre-process Technical Plenary work etc.), and use electronic means to perform its work.

To this end, as much work as possible SHALL be performed electronically, and attempt to reach consensus on issues. Where consensus has been reached electronically, it is not necessary to re-discuss the agreed issues in a physical face to face meeting.

An electronic meeting of the Technical Plenary is called a Virtual Technical Plenary, and a face to face meeting is called a Physical Technical Plenary.

6.2.1 Virtual Technical Plenary

The electronic execution of the Technical Plenary's responsibilities is defined as the Virtual Technical Plenary (VTP). The VTP SHALL be accomplished via electronic participation (i.e. via the Technical Plenary's webpage, email, conference calls, Net-meeting, or other agreed means).

The VTP SHALL be an electronic meeting of the Technical Plenary, and has the same officers as the Technical Plenary. The VTP shall execute the responsibilities of the Technical Plenary and endeavour to perform all duties in the VTP, and matters that cannot be resolved in the VTP SHALL be forwarded to the Physical Technical Plenary (PTP). The chair of the VTP SHALL use electronic means to execute the Technical Plenary's responsibilities.

A VTP enables a more efficient and economical meeting, allowing wider participation by all eligible members in the Technical Plenary than can be achieved in a face to face meeting.

6.2.2 Physical Technical Plenary

The PTP SHALL be the face to face meeting of the Technical Plenary. The chair of the PTP SHALL execute the Technical Plenary's responsibilities. The PTP SHALL meet as needed to address issues and communicate information when a VTP is not appropriate, impractical, or inappropriate.

6.3 Group Types

The group types within the Technical Plenary comprise the Technical Plenary itself and groups subordinate to the Technical Plenary. The Technical Plenary has five types of subordinate groups:

- Working Groups
- Sub-Working Groups
- Committees
- Birds of a Feather (BoF) Groups
- Ad hoc Groups.

The Technical Plenary charter defines the scope of the Technical Plenary. Unless stated otherwise, it is assumed to be the technical aspects of OMA's work. All activities conducted in the Technical Plenary and its subordinate groups SHALL be within this scope.

A group reporting to the Technical Plenary SHALL be chartered, or authorized in the case of the BoF, by the Technical Plenary to carry out tasks related to its assigned work. The Technical Plenary may assign new work items to existing groups or may charter a group to carry out the work item. The Working Groups, Committees and Birds of a Feather all report directly to the Technical Plenary. Sub-working groups and ad hoc groups report to the group which spawned them.

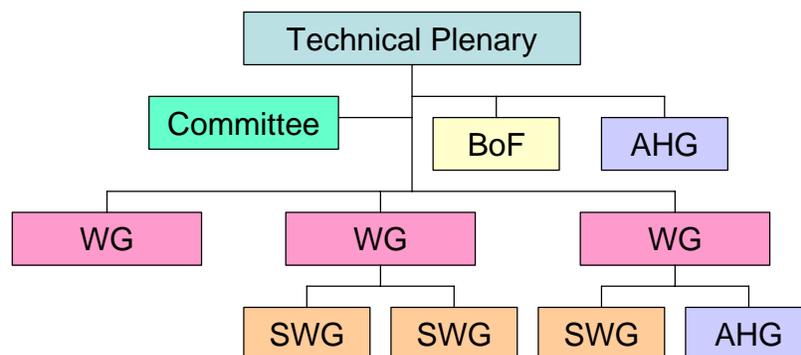


Figure 2: Model of Group Hierarchy

The name of a group SHOULD reflect the domain of its charter within the Technical Plenary, see section 12 for more details on naming of permanent and internal documents relating to the domain.

6.3.1 Working Groups (WG)

Working Groups are chartered by Technical Plenary to handle one or more work items. Each Working Group's charter defines the objectives of the Working Group, its goals, scope, criteria for success, duration, expected types of deliverables, resource needs, coordination with other groups, meeting arrangements and who may participate. Working Groups will normally be formed around a functional domain area, e.g. protocol, requirements, security, and the Working Group name and abbreviated form SHOULD reflect that domain (see section 12.2.1). Working Groups report directly to the Technical Plenary. Working Groups MAY produce normative or informative documents. All permanent documents produced by the Working Group MUST be approved at the Technical Plenary level. Working Groups SHALL handle liaison requests as

defined in Section 10.2. Working Groups MAY create Sub-Working Groups and/or Ad hoc Groups to help solve specific topics of interest in their functional domain area.

6.3.2 Committees of Technical Plenary (TP Committees)

Committees are chartered by Technical Plenary to handle one or more tasks on behalf of the Technical Plenary. The committee name and abbreviated form (see section 12.2.1) SHOULD reflect the domain of the charter. Committees MAY produce normative or informative documents, but SHALL NOT produce specifications. The work of the Committees is not based on Work Items. All permanent documents produced by the Committee MUST be approved at the Technical Plenary level. Committees MAY handle liaison requests as defined in Section 10.2 of the process document.

6.3.3 Sub-Working Groups (SWG) and Sub-Committees

Working Groups MAY create one or more sub-working groups to help solve specific topics of interest in their charter. In all cases, these Sub-Working Groups MUST observe the same charter, rules of conduct and due process as the parent Working Group. A Sub-Working Group MUST be formally chartered by its parent Working Group to perform a specific task. Its charter MUST be within the bounds of the parent Working Group's approved charter. The Sub-Working Group name and abbreviated form (see section 12.2.1) SHOULD reflect the domain of the charter. A Sub-Working Group SHALL work within the scope defined by its charter, and submits all its work to its parent group for agreement. The structure and organization of Sub-Working Groups is at the discretion of the parent Working Group, as is the management of Sub-Working Group chair appointments. Sub-Working Group MAY produce normative or informative documents. All permanent documents produced by Sub-Working Group MAY be agreed by the Sub-Working Group, but MUST be passed to the parent Working Group for decision-making. Sub-Working Groups MAY process liaison requests and responses as defined in Section 10.2. Sub-Working Groups CANNOT create Sub-Working Groups under them.

Where sub-committees are formed by committees the processes applied SHALL be those that apply to Sub-Working Groups in this section.

6.3.4 Informal Groups

Informal groups may be set up by the Technical Plenary, Working Group or Committee to address specific issues. Two current types of informal groups are currently defined

6.3.4.1 Birds of a Feather (BoF)

Birds of a Feather (BoF) Groups serve as a forum for a presentation, discussion or exploration of topics with limited scope (e.g. discussion of a pertinent issue for OMA, potential new areas of work, including and especially socialization of new work items, etc.). A BoF MAY be physical (i.e. one or more meetings) and/or virtual (i.e. email, conference calls, etc.). BoFs are informal groups and are not chartered. The BoF Group name and abbreviated form (see section 12.2.1) SHOULD reflect the domain of the work.

BoFs SHALL NOT produce normative documents but MAY produce informative documents for subsequent internal referencing. The outcome of a BoF MAY be one of the following:

- There was enough interest and focus on the subject; therefore, the BoF MAY make a recommendation to further work on the subject by creating WIs.
- The discussion came to a fruitful conclusion, with results to be written down and published as an informative document / report; however there is no need to proceed with the BoF further. There was not enough interest on the subject; therefore, the BoF MAY recommend its own closure.

The outcome of the BoF MUST be documented as an informational (status) report under Technical Plenary. Any informative internal documents produced SHALL be retained for archival and internal referencing purposes. Any recommendations and actions resulting from the report MUST be proposed to the Technical Plenary for decision-making.

Members, separately from the BoF, MAY also propose actions such as WIs or Input Documents to the Technical Plenary or other groups as a result of the BoF.

BoFs CANNOT process liaison requests and responses as defined in Section 10.2.

Before a BoF may be held a request **MUST** be made to the Technical Plenary. The request and approval process is as follows:

i) The proposer(s) generate a request to hold a BoF that **MUST** include, at a minimum:

- a brief synopsis of the subject to be discussed
- its scope
- the outputs expected to be produced, especially if the Technical Plenary is expected to be asked to approve such outputs
- the expected lifespan
- the need for utilization of OMA resources – virtual (e.g. mailing lists, conf. call lines) and/or physical (e.g. meeting room usage)
- contact information (i.e. the proponent and proposed initial convener)
- a proposed name including the abbreviated form.

ii) The proponent(s) **MUST** send the request to the Technical Plenary Officers directly in the first instance.

iii) Upon receiving the request the Technical Plenary Officers **MUST** review the request for immediate issues of any missing information required defined in i), and, if necessary, work with the proponent(s) to refine of the proposal accordingly. Specifically:

- the TP Officers **MUST** work with the submitters where there is doubt over the scope of the proposed BoF being consistent with the scope of the TP. Until this is resolved the establishment of the BoF **MUST NOT** be progressed further.
- the TP Officers **SHOULD** work with the submitters where there is concern that the scope of the proposed BoF overlaps to any extent with an existing activity within TP to ensure the proposed BoF's scope is clearly articulated in any proposal that is subsequently presented to TP in order to mitigate adverse comments with respect to the scope

iv) The resulting request **MUST** be presented to the Technical Plenary for a review and comment period. The review and comment period allows comments to be made and be visible to the membership, as in the review and approval process, but does not allow formal objection.

v) Following the review and comment period, the Technical Plenary Officers **SHALL** guide the BoF proposal through the subsequent steps of the process, including providing suggestions of further socialization as required. Where warranted by comments to the BoF proposal, the TP Officers will work with the BoF proposers on a rewording of the BoF proposal.

- The BoF is granted if there were no comments warranting change to the proposed BoF.
- The BoF is granted with the reduced scope if the comments warrant such a reduction and the proposers agree.
- The BoF is granted with the proposed or reduced scope if there were comments regarding the scope overlap with existing work and the WG responsible for the existing work does not object and the proposers are agreeable with the reduced scope. To facilitate this, the proposers may wish to socialize the BoF with the affected WG.
- Where the BoF is not granted through one of the above, the BoF proposers are encouraged to take the proposal to the affected work group. Alternatively the proposers may resubmit an updated proposal to the Technical Plenary using the normal decision making process.

6.3.4.2 Ad hoc Groups (AHG)

The Technical Plenary, Working Groups or Committees **MAY** create one or more Ad hoc groups to help solve specific short term topics of interest in their charter. Ad hoc groups are not intended to be an informal alternative to a formal SWG. Where a longer lifespan is needed, the parent Group **SHOULD** establish a sub-working group (SWG) with a suitable scope. To illustrate the differences between AHGs and SWGs: an AHG might be established to review the technical landscape to recommend to the parent group the direction to proceed with a work item, an SWG might be established to specify the technical details (specifications) for a work item (e.g. Push) over one or more releases.

The Ad hoc Group name and abbreviated form (see section 12.2.1) SHOULD reflect the domain of the work. An Ad hoc Group does not have a formal charter.

The Ad hoc Group MUST work within the scope defined by its parent Group, and submits all its work to its parent group for agreement. All input documents handled by Ad hoc Group MAY be agreed by consensus by the Ad hoc Group and a recommendation made to the parent group for adoption; but MUST be passed to the parent Group for final disposition and any decision-making. All permanent documents drafted by the Ad hoc Group SHALL be owned at all times by the parent group and require the agreement of the parent group re publication as PDs, readiness, etc..

The structure and organization of Ad hoc Groups is at the discretion of the parent Group, as is the management of Ad-hoc Group convenor appointments. The decision to establish, and conversely close, an ad hoc group and the appointment of the convenor SHALL be minuted. The parent Group MUST notify the Technical Plenary of the decision to establish an Ad hoc group. For reasons of transparency; the notification MUST include, at a minimum:

- brief synopsis of the scope
- anticipated lifespan (typically 6 months or less)
- outputs to be produced for the parent group
- need for utilization of OMA resources – virtual (e.g. mailing lists, conf. call lines) and/or physical (e.g. meeting room usage)
- name of convenor

The Ad hoc Group SHOULD close when its outputs are completed or its anticipated lifespan is reached.

Ad hoc Groups MUST NOT create Sub Groups under them.

6.3.5 Rules of Engagement Summarized

	WG	SWG	TP Committees	BoFs	AHGs
Terse Definition	Handles a functional Domain Area in OMA	Handles a clear defined work area under the WG's Functional Domain Area	Assists TP in specific tasks	A group of members to explore a specific area of interest inside OMA	A group of members to explore a specific area of interest inside the Parent Group.
Reports to	TP	WG	TP	TP	Parent Group
Charter	YES; Approved at TP	YES; Approved at WG	YES; Approved at TP	NO	NO
Lifespan	As indicated in the charter	As indicated in the charter	As indicated in the charter	Indicative start date and end result/date at the time of creation	As decided by Parent Group, typically six months or less.
Officers	Chair / Vice Chair(s); Election to be conducted by the TP	Chair / Vice Chair(s); Election to be conducted by the WG	Chair / Vice Chair(s); Election to be conducted by the TP	Initial Convener may be requestor, TP may assign a convener for the BoF's subsequent activities	Convener assigned by Parent Group
Documents	MAY create normative or informative documents	MAY create normative or informative documents	MAY create normative or informative documents (no specifications)	SHALL create informative documents only	MAY draft normative or informative documents for the parent group.
External Liaison	Yes; Bound by liaison process	Yes; Bound by liaison process via its parent WG	Yes; Bound by liaison process	No	No, Liaisoning is done through the parent group
Group Type	Formal Group	Formal Group	Formal Group	Informal Group	Informal Group

Table 1: Responsibilities of Groups in Technical Plenary

6.4 Electronic Working

Groups SHALL use electronic means to execute their responsibilities as widely as possible, and to reduce the necessity for physical meetings to the minimum.

Groups SHALL use a web page for the dissemination of information. The web page SHALL link all meeting documents, meeting calendars, document "chat" discussions, meeting reports, sending of liaison statements etc., and be available to all members. Limits related to specific information availability may be addressed by the Membership Rights.

7. Additional Process, Procedures and Guidelines

This process document is intended to provide the high-level activities needed to permit the Technical Plenary to operate. It does not provide operational details and does not provide guidance on how things should be done. To address these additional areas of organizational operation, additional materials may be developed. Such material may address the area of process, procedures and guidelines. These are characterized as follows:

Process	Description of an activity with particular focus on the expected outcomes. These are generally high-level and should not provide excessive detail as the mechanisms utilized to accomplish the stated objectives. These are generally normative and should be clear and concise.
Procedures	Description of an activity that takes into account the specific actions required. For example, these may indicate specific tools, email lists or portal actions that need to be used to accommodate the task. As these tend to be closely tied to the environment, they are also subject to be changed as the environment is revised (e.g. if the portal gets an update that changes how data is represented – then a revision to the procedures may be needed to stay up-to-date). The steps to be taken are generally presented in a normative form as the specific sequences involved tend to be quite explicit and requiring performance in the stated manner.
Guidelines	Recommendations on how things should be done. This category covers documents such as best practices and the instructions in templates. As such, they may not be explicitly labelled as guidelines, but the purpose is the same. These documents tend to be informative in as much as they are intended to provide helpful guidance and not explicit actions or activities to be performed.

Group MAY develop and use additional processes or procedures that they decide are useful, on condition that they SHALL be consistent and inline with the processes in this document. Further, groups are encouraged to develop guidelines covering tasks or activities unique to their operation.

8. Meetings

8.1 Meeting Notice Period

Meeting notices SHALL be posted on the group's web page in advance, and SHALL additionally be communicated to the OMA membership.

The meeting notice SHALL identify the date, time, location, period, purpose and SHALL be accompanied by the initial draft agenda of the meeting.

The following minimum advance notice SHALL be given for meetings:-

	Meetings taking place at a specified location (i.e. face to face meetings),	Electronic meetings which do not meet face to face (e.g. WebEx, email, conference calls, Net-meetings etc.)
Advance Notice Period (i.e. alerting members to the existence of a meeting)	30 days	14 days
Meeting Notice Period (i.e. availability of an official Meeting Notice)	30 days	7 days

Table 2: Meeting Notice Periods

8.1.1 Rescheduled Meeting Notice

In the event of having to modify a meeting notice for

- a Technical Plenary meeting
- a Working Group or Committee meeting as part of an overall Technical Plenary meeting
- a stand-alone Working Group or Committee meeting

for an exceptional reason (e.g. rescheduled, cancelled etc.), the original meeting notice SHALL still be considered as providing the required minimum notice period for the purposes of holding a rescheduled meeting, subject to the rescheduled meeting taking place no sooner than the originally planned meeting.

Should a change of venue be made for the rescheduled meeting, due diligence SHALL be made in selecting a venue that is generally accessible to OMA members and does not present a time barrier for travel (e.g. time to obtain a visa) that may not be met within the new announcement interval.

A modified meeting notice SHALL be issued no less than 10 days before the meeting.

8.2 Participation in Meetings and Votes

Participation in meetings and voting SHALL be open to all OMA members subject to their Membership Rights.

8.3 Joint Meetings

Joint Meetings may be called where there is a need for discussion between regular participants of different groups and may involve any number of groups at any level of OMA. Deciding to hold such joint meetings shall be agreed by the officers of the groups involved.

Decisions may be made in joint meetings if the intent to make decisions is notified to the groups involved ahead of the meeting (e.g. in an agenda provided in a timely fashion – see section 12.5) and there are no objections regarding this intent made by any OMA member. If there are objections to the intention to make decisions or items are addressed which were not previously notified to the groups then such decisions would be provisional and have to be ratified by the participating groups subsequently at their own meetings.

A regular meeting may be converted into a joint meeting without the need for an additional Meeting Notice Period (see 8.1), however the Meeting Notice shall be communicated via all the involved groups' mailing lists in advance of the joint meeting.

8.4 IPR Calls in Meetings

OMA meetings, whether face-to-face or via electronic means, SHALL have an IPR call where a reminder of the IPR policy and the duties and obligations of OMA members is provided. The text for the reminder notice will be documented in an appropriate format and may be revised as needed.

While not expressly requested in the reminder, a member MAY make an informal disclosure during a meeting. The meeting minutes SHALL note any such disclosures.

The IPR call and any informal disclosure in a meeting does not remove the obligation for member companies to formally disclose their IPR. More details on the IPR disclosure policy is documented in the OMA IPR Procedural Guidelines [OMAIPR] document. All OMA members are contractually bound to the IPR policy under terms of the Membership Application and these IPR Guidelines must be followed by members.

9. Officers

9.1 Responsibilities of Officers

9.1.1 Responsibilities of the Chair

The chair SHALL be responsible for the overall management of the work within the group. The chair SHALL have overall responsibility to ensure that:

- The activities of the group follow the OMA working procedures, namely the approved OMA processes relating to organisation etc defined in this document or any other processes or procedures approved by TP.
- The work within the group progresses in a timely manner.
- The work and progress of the group is appropriately communicated through regular status reports to the TP and any other means dictated by the procedures.

A list of the current tasks associated with the chairs responsibilities is to be found on the website.

The chair MAY delegate tasks to the vice-chair(s). In performing tasks, the chair SHALL maintain strict impartiality and act in the interest of OMA.

9.1.2 Responsibilities of the Vice-Chair

The vice-chair SHALL support the chair of the group in executing the overall management of the work within the group. The vice chair SHALL support the chair to ensure the chair's overall responsibilities are carried out.

The vice-chair MAY be delegated with tasks by the chair, including chairing the group as and when necessary. In performing tasks, the vice chair SHALL maintain strict impartiality and act in the interest of OMA.

9.1.3 Responsibilities of the Convener

The convener SHALL be responsible for the overall management of the work within the group for which convener is appointed. The responsibilities SHALL be those equivalent to a chair (see 9.1.1).

9.1.4 Responsibilities of the Interim Chair

The interim chair SHALL be responsible for the overall management of the work within the group for which interim chair is appointed. The responsibilities SHALL be those equivalent to a chair (see 9.1.1).

9.2 Election and Dismissal of Officers

9.2.1 Notification Periods

Appropriate notice SHALL be issued in advance for all officer elections and removals.

A Notice Period of at least 14 days SHALL be given for all elections and removal of officers. A Notice Period is the time during which a candidate for an officer position MAY announce his/her candidature for an office position which has been announced.

After the close of the Notice Period, a 7 day Consultation Period SHALL take place before the start of the election. A Consultation Period is the time between the end of candidature nomination, and the start of the actual voting, allowing members to consider the candidates that have been nominated.

The election of chairs and vice-chairs for a group SHALL NOT be conducted concurrently, i.e., no overlapping of election of chairs and vice-chairs for a single group. When a group is in need of both chair and vice-chair(s), the election of the chair SHALL be conducted first followed by the election for the vice-chair(s).

It is recommended that the groups under TP coordinate the cadencing (i.e., a periodic frequency) for elections. It is strongly RECOMMENDED that groups under TP synchronize the cadence of any such elections (e.g. all elections for WG chairs, vice-chairs and sub-working group chairs, vice-chairs will be held twice a year, one during March and the other during October, etc.) to ensure transparency and visibility to group members. If the officer positions become vacant and/or not filled between the cadence periods, it is RECOMMENDED that the parent group appoint an interim officer.

9.2.2 Elections of Officers

9.2.2.1 Types and Numbers of Officers

9.2.2.1.1 Formal Groups

A chair, and as many vice chair(s) as needed, SHALL be elected by the members.

Candidates for the offices of chair or vice-chair SHALL be elected on the basis of their suitability and capability for the office, and not for the member they are employed by. Once elected, the chair or vice-chairs SHALL perform his/her duties of office to the best of his/her abilities.

An interim chair SHALL be appointed to convene the first meeting of a group by the parent group, and the interim vice chairs SHALL be appointed by the group itself. The initial election for the interim chair and vice-chairs SHALL take place within the first two face-to-face meetings of the group, and SHOULD take place at the group's first face-to-face meeting unless otherwise agreed (note: the face-to-face meetings are considered to be at OMA plenary meetings, the first two face-to-face meetings being considered consecutive OMA plenary meetings, anything longer shall be agreed beforehand by the parent group).

The formal election of the chair and vice chairs of the group SHALL begin when the parent group approves the group's initial charter, thereafter as defined in section 9.2.2.4 "Term of Office". The process used to elect the chairs and vice-chairs SHALL be that defined in section 9.1.3 "Election and Dismissal of Officers".

9.2.2.1.2 Informal Groups

For any short-lived informal groups (e.g. BoFs) which MAY be created by a group, a convener SHALL be recognised by the convening group. A formal nomination or election process is not REQUIRED for such ad hoc groups.

9.2.2.2 Member Ability to Vote

The chair and vice-chair(s) SHALL be elected by the members subject to their Membership Rights.

9.2.2.3 Ballot Process

A candidate for chair or vice-chair election SHALL provide a letter of support from the member that he/she is employed by. The letter of support from the candidate's member SHALL state patronage for the candidate's nomination, and identify that the candidate SHALL allocate the necessary time and resources to properly execute the officer position.

In the case where there is only a single candidate nominated a ballot is not necessary. The parent group chair SHALL simply declare the candidate as the winner.

In the case where there are multiple candidates for chair, a secret ballot SHALL be used. If no candidate has obtained greater than 50% of the votes cast to be elected, a further ballot SHALL be held, in which the candidate with the highest vote is elected. Abstentions or failure to submit a vote SHALL not be included in determining the number of votes cast.

In the case where there are multiple candidates for vice-chair, a secret ballot SHALL be used. The candidates with the highest number of votes SHALL be elected for the available vice-chair positions.

The parent group chair SHALL be responsible for the voting process and SHALL ensure that confidentiality is maintained, except for the initial Technical Plenary Chair. In this election, the interim Technical Plenary chair, or appointed member of the Board of Directors, SHALL oversee the election.

The Technical Plenary chair and vice-chairs election results SHALL be notified to the Board of Directors, which ratifies the election results. For all other groups the parent group SHALL be notified, which ratifies the election results, and the Board of Directors SHALL be informed.

9.2.2.3.1 Resolution of Ties During Voting

If there is a tie in votes during the voting process, the parent group SHALL announce the tie in results and provide a 7 day consultation period. During the consultation period candidates can reconsider their positions and MAY re-announce their intentions to run for the office. At the end of the consultation period, the parent group SHALL hold a ballot process, in which the candidate with the highest number of votes is elected. If the tie persists, this step SHALL be repeated till the tie is resolved.

9.2.2.4 Term of Office

The chair and vice-chair(s) SHALL be appointed for a two year term of office. Regular elections SHALL be held every two years, or when the office becomes vacant, whichever is the sooner. The chair and vice-chair(s) MAY be appointed for consecutive terms.

9.2.2.5 Change in an Elected Officer's Company Affiliation

If an elected officer has any change in his/her company affiliation, the following process SHALL be followed:

9.2.2.5.1 Requirement to Give Notice

Upon a change in an elected officer's OMA company affiliation, the officer SHALL immediately notify the change to the officers of the parent group stating clearly the situation, including a statement of whether the officer wishes to continue in the elected office if possible, and the process described in 9.2.2.5.3 below SHALL be followed.

9.2.2.5.2 Questioning in Confidence

If, in the opinion of some other member of OMA which is entitled by membership class to vote on the office in question, such a change has occurred but notification has not been given, such member MAY raise the question in confidence with the officers of the parent group, who SHALL promptly and confidentially investigate whether reasonable cause may exist to believe such a change has taken place. The identity of the member raising the any such question SHALL be treated as confidential and SHALL NOT be disclosed.

If, in the sole determination of the officers of the parent group, a change in company affiliation may have taken place, the officers SHALL in confidence notify the affected officer and request a timely explanation of the situation, the deadline for reply being clearly stated and in no case less than seven days after the inquiry. If an explanation is not timely received, or if, in the sole determination of the officers of the parent group based on the explanation and such other information of which they may become aware, a change in company affiliation has occurred, the change SHALL be deemed to have occurred for the purposes of the OMA process, and the process described in 9.2.2.5.3 below SHALL be followed.

9.2.2.5.3 Procedure Following Notice

If the elected officer has become unemployed, or if the elected officer has become affiliated with a company that is not a member of OMA, or if the officer is not willing, or fails to confirm his or her willingness to an officer of the parent group in a timely fashion, to continue in the elected role if possible, the officer SHALL be deemed to have resigned forthwith, and the process described in 9.2.2.5.5 below SHALL be followed.

The permissions to be an officer of a group are determined by the Membership Class Rights. If the officer's new OMA company affiliation is with a member of a membership class not permitted for the officer role in question, the officer SHALL be deemed to have resigned forthwith, and the process described in 9.2.2.5.5 below SHALL be followed.

Otherwise, the officers of the parent group shall seek a letter of support for the continuation of the officer's elected office from the officer's new OMA member company. If such letter is not timely forthcoming, or if the member communicates that it does not intend to support the continuation of the officer's officer-ship, the officer SHALL be deemed to have resigned forthwith and the process described in 9.2.2.5.5 below SHALL be followed.

Otherwise, the process described in 9.2.2.5.4 below SHALL be followed.

9.2.2.5.4 Vote of Affirmation

A confidential ballot SHALL be taken in the affected group on the question, "Shall this officer remain in this elected office for the balance of his or her elected term?" If greater than 50% of the votes cast are in favour, the officer MAY continue in the elected position for the balance of the current elected term.

Otherwise, the officer SHALL be deemed to have resigned forthwith and the process described in 9.2.2.5.5 below SHALL be followed.

9.2.2.5.5 Actions Following Resignation

In the event that a resignation is deemed to have occurred, an officer of the parent group SHALL duly note the officer's resignation, notify the affected group, and start the nomination process for a new election. The officers of the parent group SHALL ensure the affected group has interim leadership. Where the resigning officer is the chair they SHALL seek to appoint an interim chair from the vice-chair(s); in the event there were no vice chairs, or the vice chairs are unable to serve, they SHALL appoint an interim chair.

9.2.3 Removal of Officers

A secret ballot SHALL be taken for the proposal to remove a chair or vice-chair because of a failure to effectively perform their duties, if requested by 30% of the members. 67% or more of the votes cast are REQUIRED to recommend removal.

The parent group SHALL, subject to due diligence, remove a chair or vice-chair on the recommendation of the group.

10. Liaison

OMA is not alone in its role of establishing standards for the mobile industry. There are other organizations that perform similar activities. In addition, there are organizations that would like to influence OMA or get information regarding OMA activities. As a result, OMA will need to engage in a variety of forms of communication with external organizations. Liaison documents will be used to provide various forms of information exchange with other organizations.

10.1 Liaison Relationships

Due to the nature of relationships with external organizations and the legal obligations that MAY be created, the OMA Technical Plenary will be bound to the terms of the Cooperation Agreement established by the OMA Board of Directors. These relate to process, in a general nature, as well as specific restrictions as they pertain to any certain organization.

10.1.1 Information on Established Relationships

To facilitate the awareness of status regarding relationships that will exist between OMA and other organizations, the Technical Plenary will maintain information regarding all active relationships. The Technical Plenary SHALL assign a Liaison coordinator to manage all general liaison activity in the Technical Plenary.

This information regarding liaison relationship SHALL be available at an appropriate web location. The information contained for each relationship SHOULD include:

- Organization or part thereof
- Liaison Contact (e.g. Assigned Liaison Person(s) w/email addresses)
- Description of Scope or Limitations to be followed with Communication with the Organization. This would outline the limits on the types of material (e.g. Drafts, Roadmaps, Work Items) that could be communicated by OMA groups.
- List of Sent and Received Liaison Documents (showing the sending and recipient entities and date)

The Technical Plenary will maintain this information. The Technical Plenary will work closely with the Board of Directors, or their assigned delegate, to make sure the information stays current. Any meaningful change to the information will be communicated to the Technical Plenary as required.

10.1.2 Request to Create or Modify a Relationship with an External Organisation

The Technical Plenary MAY accept requests from a Working Groups or Committees for any new or modified relationships with external organizations. If the Technical Plenary approves such requests (general approval process), the Technical Plenary will work with the Board of Directors, or their delegate, to work to establish the desired relationship. It SHOULD be understood that this undertaking MAY take some time due to the potential legal (e.g. IPR policies, NDAs) and organizational issues (e.g. meeting schedules) inherent in such relationships. It is therefore expected that Working Groups will anticipate such delays and prepare their requests for such relationships in a timely fashion.

It MAY be possible for an Input Paper or inbound Liaison Document to be presented that would request consideration of a relationship. Such an input SHOULD be directed to an appropriate Working Group or Committee that MAY then develop the appropriate request for presentation to Technical Plenary.

Working Groups are REQUIRED to utilize the appropriate templates to provide the needed information for the Liaison Relationship Request. The Requests from the Working Groups for consideration of new or modified relationships SHOULD contain the following information:

- Name of the External Organisation
- Contact information (including URL)
- Proposed scope of the relationship

- Proposed point-of-contact
- Nature of the material expected to be communicated with the external organization
- Justification for establishing the relationship
 - Benefits to be realized by the relationship
 - Consequences or Impacts if such an agreement is not established

The Technical Plenary will record the approved requests for Liaison while the work is underway to establish the relationship. Events related to the establishment efforts will similarly be recorded so that all members MAY be aware of the status of the activity.

10.1.3 Response to Request for Liaison Relationship

When the work related to establishing a relationship with an External Organizations is completed, a report will be presented to the Technical Plenary to notify it of the results of the activity. The report SHOULD include any relevant conditions or terms pertaining to the established relationship. This would include information needed for proper execution of communications to be covered by the Liaison, such as scope, IPR restrictions (potentially placing further restrictions on the information that can be exchanged) and expiration.

The notification report will also be REQUIRED if a relationship is not developed and the efforts to do so complete. In this case the notification SHOULD indicate key difficulties or conditions that were unacceptable. These SHOULD be considered in any future attempts to establish a relationship.

Upon receipt of the notification, the appropriate updating of Liaison Relationship status will occur (e.g. Liaison Relationship lists, Request to Establish Relationship status info).

10.2 Communicating and Recording of Liaison Documents

Where there is an established relationship with an external organization, Liaison Documents, which conform to the content scope for the relationship, will be communicated between OMA and the External Organization on an as-needed basis. In addition, such documents will be recorded and made available in an appropriate Liaison area of the OMA web site.

10.2.1 Liaison Contacts

Each Liaison relationship SHOULD have an assigned point of contact, or Liaison Contact, who will be responsible for the maintenance of the relationship. In general, the other side of the relationship will have a similar point of contact. The Liaison Contacts will help with issues related to routing as well as monitor activities to make sure groups are properly responding to incoming Liaison Documents.

The Liaison Contact will assist in the delivery of incoming Liaison Documents when they are received without specific delivery instructions. This MAY mean routing to one or more Working Groups that MAY be impacted or able to respond. The Liaison Contact will also assist in setting the primary responder in cases where the response will include material from more than one Working Group.

The actual transmission of Liaison Documents SHOULD be performed by designated Liaison Contacts, where established. Lacking such a point of contact, the Liaison Coordinator will assist with the transmission activities by the chair (or designee) with an approved Liaison Document to be sent. In all cases, it will be the responsibility of the acting Liaison Contacts to submit the Liaison Documents for recording on the web site and submission to the appropriate email reflector.

10.2.2 Approving a Liaison Document

Within the known scope of an existing liaison relationship with an External Organisation, the Technical Plenary MAY approve communication of Liaison Documents to External Organizations. Such approval MAY be achieved by:

- Work Groups being empowered with all or part of the scope of a relationship (e.g. MMS scope MAY be assigned to MMS group) and then approving the Liaison Documents themselves. Working Groups SHALL obtain such empowerment by informing the Technical Plenary leadership of its requirements, and such empowerment being

posted on the OMA website, Such delegation permits Work Groups to engage the liaison activities within the scope assigned by the Technical Plenary. If the Liaison Document goes beyond the scope assigned to a Working Group, either the Liaison Document approval or scope expansion SHALL be sought from the Technical Plenary.

- Work Groups MAY delegate to Sub-WGs the preparation and handling of Liaison Documents. If authority is delegated, Work Groups MAY further grant Sub-WGs the authority to send Liaison Documents without seeking Work Group approval. Sub-WGs SHALL inform the Work Group of all incoming and outgoing Liaison Documents.
- When not empowered to communicate directly with the external organization, Working Groups will present Liaison Documents to Technical Plenary for approval using the normal approval process.

Working Groups SHALL periodically inform the Technical Plenary of liaisons with external fora for which they have been empowered to liaise with.

The approval achieved SHOULD be noted when the Liaison Document is recorded.

10.2.3 Sending a Liaison Document to an External Organisation

The Technical Plenary or Working Group SHALL send approved Liaison Documents to any External Organisation which are within the appropriate scope. All such Liaison Documents will be recorded and made available on the OMA web site.

Where Liaison Documents are outside the scope of an existing relationship, special considerations will be accorded based on handling defined in section 10.3.

10.2.4 Receiving a Liaison Document from an External Organization

Liaison Documents from External Organization which OMA has a relationship MAY be received by a variety of methods. The preferred method is via delivery to the assigned Liaison Contact (or Liaison coordinator for unassigned relationships) for the associated External Organization. The Liaison Contact will record such receipt, both internally with the Liaison web page and the Liaison email list (if such was not used for the submission) as well as an acknowledgement to the sending organization.

For communications from External Organizations that do not have a relationship with OMA, such Liaison Documents SHOULD be treated as a general Input Document from non-member entities so that issues related to embedded IPR can be handled in a safe manner. Working groups SHOULD forward any such Liaisons to the appropriate Mail List and be careful in consideration of any information that MAY have been submitted.

Upon receipt, the Liaison Contact is expected to record the incoming Liaison Document and notify the relevant parties directly such that the appropriate groups can consider the material (see 10.2.5).

As Liaison Documents are being sent by External Organizations, it is very possible that they will be directed to the wrong parties. As a result, it will be the responsibility of the Liaison coordinator or the assigned Liaison Contact to collect these errant Liaison Documents and to properly record and direct them within the OMA organization. The Liaison Contacts SHOULD attempt to work with the External Organization on the proper distribution method to be utilized.

10.2.5 Handling of Liaison

Each group SHOULD assign a Liaison group contact for each liaison relationship it actively uses.

Following the receipt of a liaison document from an external organisation (see 10.2.4) to the Liaison group contact, the receiving group SHALL consider the material and determine the necessary actions for OMA and, where required, the response to the organisation that submitted the liaison.

Where the initial receiving group is unable to provide a response due to issues of scope or where another OMA group is more appropriate to address some or all of the liaison the liaison SHALL be transferred to the Liaison group contact of the other OMA group.

Where the received liaison addresses issues spanning more than one OMA group the OMA groups SHALL provide the responses to the relevant portions of the received liaison. The groups MAY provide a single consolidated response or separate responses, but the groups SHALL cooperate to ensure all aspects are covered in the response(s) sent.

The response(s) to the organisation SHALL address all the points requested and SHALL be in accordance with the terms of the liaison agreement (see 10.1.3, 10.2.3, 10.2.2 or 10.3). Where these two objectives are in conflict providing a response in accordance with the terms of the liaison agreement SHALL take precedence.

10.3 Handling Communications Beyond Scope of Relationship

There MAY be a desire to send communications to External Organizations with which OMA does not have a relationship, or which goes outside the scope of an existing relationship. Similarly, OMA MAY receive information from an External Organization where there is no relationship. In these cases, exceptional consideration is required.

10.3.1 Sending Information

Requests to send such information MUST be presented to the Technical Plenary for consideration. If approved, the Technical Plenary will work with the appropriate parties (e.g. Board of Directors) to determine if the desired information will be permitted or whether reduced information exchange is appropriate.

When sent, the information SHOULD include clear information related to the IPR status of the material. Appropriate copyright notices and references SHOULD be used, where appropriate, to preserve the rights of OMA and its member companies.

10.3.2 Receiving Information

OMA is not expected to block Liaison Documents or other Input Documents sent by other organizations. Therefore, there is a possibility that IPR MAY be submitted. To provide as much information as possible, the following MUST be done in response to such unsolicited communications:

- An acknowledgement SHALL be sent to the source of the material. If the material did not disclose the IPR status of the material, the acknowledgement will solicit such disclosure.
- A follow-up notice SHALL be sent to OMA members to inform them of the IPR status. This will include any updates received in response to the solicitation above. The notice will be used to remind members that IPR from non-OMA members may have been included in the contribution and that they should take care in its use.
- The liaison archive will record the source material as well as any subsequent communications related to IPR status.

10.3.3 Recording Information

In all such cases, all transmitted Liaison Documents and received inputs will be recorded and made available on the OMA web site. Appropriate information regarding the nature of possible IPR SHOULD also be noted.

11. Technical Decision Making

Based on the OMA objective of being open, the decision making process in Technical Plenary is intended to be as inclusive as possible. The primary goal is for consensus to be achieved as a means by members to agree work. In those cases where consensus is not possible, voting MAY be used to make a decision.

Regardless of which method is used it is important to ensure adequate time for members to determine their positions on issues. Thus each group SHALL establish their own appropriate cadencing (i.e. a periodic frequency) for such decision making. The general rule is that decision making, whether by consensus or voting, is that groups will give notice of the intention to hold a decision on an issue; this notice being at a the preceding meeting to that of the intended decision where regular meetings are held, e.g. groups holding weekly or bi-weekly meetings, or following the normal announcement criteria for meetings where such regular meetings are not held.

It is strongly RECOMMENDED that each group clearly identifies the cadence of any decision making (e.g. subsequent to meetings, fixed period each month etc.) to ensure transparency and visibility to group members.

11.1 Consensus

Groups SHALL endeavour to reach consensus (see 3.2) on all issues, including decisions on technical specifications. Informal methods of reaching consensus are encouraged (e.g. a show of hands).

Groups SHOULD ensure contributions relating to the same subject matter and available at the same time are considered before being disposed (see section 12.4 for disposition assignments).

Where there are objections to a proposal from a small number of companies the objections SHOULD be minuted and the objecting delegates SHOULD be polled to determine if they agree to proceed having recorded their position. If such agreements are secured, then there is consensus for approving the proposal. If such agreements are not secured, then the proposal is not agreed and further action MAY be taken to either develop consensus or proceed to vote.

Members are discouraged from sustaining their objections when they are in a small minority and when it is clear that they would be overruled by a vote were one to take place.

Consensus SHALL be sought in all forms of meetings, whether they are held in a physical location (i.e. face to face meeting) or electronically (whether in real time or non real time).

11.1.1 Consensus in Physical or Real-Time Meetings

In meetings where delegates are directly participating (e.g. Face-to-Face or Teleconference), consensus can be determined by receiving no sustained objections to a proposal. Efforts to immediately resolve or record objections can be taken to attempt to achieve consensus.

In face-to-face meetings, where attendance is sparse when viewed from normal participation levels, important or potentially controversial proposals SHOULD be made available to the broader membership through consensus approaches aimed at non-real-time participation. The chair is responsible for ensuring such opportunity for participation in the decision making process. Such sparsely attended meetings SHOULD NOT be used to drive through proposals that would not have broad support.

Similarly, if a proposal is made which does not permit proper time for review or preparation, the use of non-real-time consensus approach SHOULD be utilized.

After any meetings where decisions are taken, a summary of the decisions and the document dispositions SHALL be published as soon as is practical. This will be addressed if the meeting minutes are available in a timely fashion.

11.1.2 Consensus in Non-Real-Time Activities

When it is not possible to take up a proposal in a meeting, or such meeting does not have sufficient participation, consensus SHOULD be developed by presenting the proposal to the group via electronic means (e.g. mailing list) for review and comment. This proposal would be available for a period of seven (7) days. The chair SHOULD take into account other

circumstances (such as public holidays, planned meetings, system availability or active discussion) to ensure that sufficient time is available for review and comment, and MAY extend the review and comment period beyond the seven days if appropriate. During the review and comment period, group participants SHOULD utilize electronic methods to present their views, whether in support or dissent, with any general comments. It is expected that delegates will look for solutions to resolve points of dissent raised during this review and comment period. A moderator MAY be assigned to perform this task. Any changes that result from such resolution would invoke a new review period, if needed.

Note that the review and comment period MAY follow a physical meeting where a proposal was presented for consideration and was moved to the non-real-time approach to permit delegates sufficient time to review the proposal.

Similarly, such review and comment periods MAY precede a physical meeting to permit delegates who MAY not be participating in the physical meeting to contribute to the discussion of the proposal. This would permit the group to handle the proposal at the physical meeting.

At the end of the comment and review period, the set of responses SHOULD be considered in setting the subsequent course of action. If the responses were positive, with no objections raised, the proposal can be viewed as having been agreed by consensus. If few objections were raised, efforts SHOULD be considered to resolve or record the objections and achieve consensus.

If there were objections that cannot be resolved and consensus is not possible, then the proposal MAY need further handling. If there were considerable dissent, one possibility would be for the proposal to be withdrawn to be re-worked or discarded. In other cases, the proposal MAY be moved to a vote.

Updates to a proposal to accommodate changes, whether to address points of dissent to or to take other editorial material, SHOULD be provided to the delegates in a 'final' form with time to provide sufficient comment and review. If the nature of the changes is minor, such additional comment and review period could be at a reduced period of no less than three (3) business days. In exceptional cases a comment and review period of less than seven days may be called. This SHOULD NOT be the normal case and SHOULD be reserved for cases that are expected to be non-controversial and require a special urgency.

11.2 Voting if Consensus Cannot be Achieved

If consensus cannot be achieved, the chair MAY decide to take a vote (e.g. after assessing the sentiment of the group on the issue under consideration). The vote MAY exceptionally be performed by a secret ballot if decided by the group. A vote MAY be conducted during a meeting or electronically.

Voting activities, which do not occur at a real-time meeting, SHALL permit delegates a period of seven (7) days to place their vote. This seven-day period will commence once the proposal has been made available on the voting system. Proposals may be withdrawn before the end of the voting period. Proposals that are withdrawn and modified and resubmitted to the voting system will start a new seven day voting period.

Votes taken by the Group SHALL be considered binding. Whenever a vote is undertaken by a group, the results SHALL be presented to the group's parent group with a complete description of the issues and why the vote was taken.

A proposal shall be deemed to be approved if 67% of the votes cast are in favour. Abstentions or failure to submit a vote SHALL not be included in determining the number of votes cast.

11.2.1 Phrasing of Voting Questions

It is the responsibility of the chair to ensure that questions to be voted upon SHALL be phrased in a concise and unambiguous manner allowing a yes/no vote, with 67% of the votes cast REQUIRED to approve the question. Abstentions or failure to submit a vote SHALL not be included in determining the number of votes cast. Questions SHOULD NOT be phrased as the "The group SHALL not do xyz". Examples of appropriate questions are:-

- SHALL the group approve the Specification?
- SHALL the liaison be approved?
- SHALL the new Work Item be approved?

- SHALL the existing Work Item be stopped?

If the issue is to choose option A or B, the question SHOULD be split into two questions, with the chair selecting the order. First,

- SHALL the group take option A as the way forward?

If this question fails the second question

- SHALL the Technical Plenary take option B as the way forward?

Is voted on.

11.3 Ratification of Decisions

All formal groups SHALL and the Technical Plenary itself SHOULD ratify decisions made where:

- the document availability and notice to make a decision are not the minimum times defined in this document, or
- an objection to the item has been raised during or before the meeting.

Such ratification SHALL be done using the provisions of this document (i.e. agreement of a document recording the decision, for example, the minutes).

The intent of ratification is that it applies to documents relating to formal deliverables (e.g. specifications, change requests) and not to procedural documents (e.g. agenda).

11.4 Appeals

All appeals SHALL be consistent with the provisions of this section.

Technical Plenary decision making SHALL be binding and final.

Where members have issues with the policy, process, method and procedures followed leading to a decision or the decision on a technical matter in a group (i.e. for this purpose of this definition the Technical Plenary or its groups), members MAY raise the issue through an appeal to the parent group of the group regarding the decision. If the parent group agrees with the appeal, it SHALL request the group to reconsider the matter and document the decision and rationale for reaching it. The parent group MAY additionally provide guidance to the group re progressing the topic being appealed. In the event the appeal is not agreed the original decision is ratified (see section 11.3).

Appeals on non-technical grounds from the Technical Plenary, but not one of its groups, MAY be made to the Board of Directors.

11.5 Voting on Technical Issues

The following procedures SHALL apply for voting:

Procedure	During a meeting	Non-realtime
Before voting, a clear definition of the issues SHALL be provided by the chair	applicable	applicable
Member companies, who are eligible to vote, SHALL only be entitled to one vote each	applicable	applicable
Each member company MAY cast its vote as often as it wishes, and the last vote it casts is the one that counts	applicable	applicable
If a member company has more than one representative present, only one representative SHALL be able to vote	applicable	applicable
Voting MAY be performed electronically, in which case support SHALL be provided for those members unable to use electronic means. For meetings physically located, voting MAY also be performed by a call for members to vote by raising their hands and announcing their vote verbally one by one, or paper ballots	applicable	applicable
The result of the vote SHALL be recorded in the meeting report	applicable	applicable
Groups MAY use informal voting in an attempt to reach consensus on specific issues. If the Group is still unable to reach consensus, then a formal vote MAY be taken. Whenever a vote is undertaken by a group, the results SHALL be presented to the group's parent group with a complete description of the issues and why the vote was taken.	applicable	applicable
Each member's electronic vote SHALL be electronically acknowledged to confirm participation in the vote.	not applicable	applicable
The voting period for proposals voted in non-real-time SHALL be seven (7) days.	not applicable	applicable

Table 3: Voting Procedures

Eligibility information is noted in Membership Rights.

12. Document Procedures

Two different classifications of document identification are addressed in this section, permanent documents (e.g. specifications, work item definitions) and internal documents (e.g. used to identify documents submitted to a particular group or meeting). Under the permanent documents, there are two possible components: version information and document sequence numbering.

The different document types are identified in this section. These document types have associated relevance to the above two classification of documents. A Backus-Naur Form (BNF) grammar [RFC2234] for these document classifications is defined subsequently in Appendix B along with notes and definitions for all of the document types.

12.1 Permanent Documents

An OMA permanent document is a specification, report etc. which may potentially be publicly available.

12.1.1 Permanent Document Numbering

The identification of a specification, report or any other permanent OMA document SHALL be in the following manner:-

"OMA-" {<Affiliate> "-" } <DocType> {"_" <DocNum>} "-" <FuncArea> "-" {<Vers> "-" } <DateStr> "-" <State>

where

Field	Use, Format and Remarks	Examples
<Affiliate>	This field MAY be provided to indicate the affiliate organisation that produced the document. The future usage of affiliate names requires further consideration, and it is desirable that any new work initiated in OMA does not have the affiliate name in the document name.	SYNCML, LIF, WV, WAP etc.
<DocType>	This field SHALL be provided. The field identifies the type of the document as presented in section 12.1.2.	RD, ORG
<DocNum>	This field MAY be provided, depending upon the type of document. The field provides a sequence number providing a series associated with the specific document type.	0042
<FuncArea>	This field SHALL be provided. The field provides an abbreviated name of the document function in the working group. It SHALL be a unique identification of the functional area, distinguishing between different groups that MAY be working on the same functional area.	MLP, POC_ControlPlane, WML, etc.
<Vers>	This field MAY be provided. This field SHALL refer to a version of the document. See section 12.1.1.1 below	V1_0, V2_1_2
<DateStr>	This field SHALL be provided and is the date when the document was posted to the document archive.	20020620
<State>	This field SHALL be provided and indicates the state of the document, these states being <ul style="list-style-type: none"> ▪ 'A' for Approved ▪ 'C' for Candidate ▪ 'D' for Draft ▪ 'I' for Information ▪ 'H' for Historic Existing other states from OMA affiliates not accommodated or mappable into this list SHOULD be preserved and not reused if there is any risk of confusion. Note that this state should not be confused with document disposition (see 12.4).	D, A etc.

Table 4: Permanent Document Numbering

12.1.1.1 Document Version

The version of a document SHALL be defined as in Table 5: Document Version.

In permanent document numbering the <version> field, see section 12.1 for details, SHALL represent the version of the document. The values in the <Vers> field SHALL be defined in the following manner:-

<Vers> = "V" <x> "_" <y> { "_" <z> }

where:

Field	Use	Remarks
<x>	Major Version Indicator	This field SHALL identify the major version of the document, as determined by the working group. This field SHALL be provided. Major versions are likely to contain major feature additions; MAY contain incompatibilities with previous document or specification revisions; and though unlikely, could change, drop, or replace standard or existing interfaces. Initial releases are "1_0".
<y>	Minor Version Indicator	Minor version of the document. This field SHALL be provided. It is incremented every time a minor change is made to the approved document version by the working group. Minor versions are likely to contain minor feature additions, be compatible with the preceding Major_Minor specification revision including existing interfaces, although it MAY provide evolving interfaces. The initial minor release for any major release is "0", i.e. 1_0
<z>	Service Indicator	Service indicator for the document. Incremented every time a corrective update is made to the approved (not candidate) document version by the working group. This field is OPTIONAL, i.e. the equivalent of "_" for initial Major_Minor releases but SHALL be provided whenever a service release of the document is made. The first service indicator release SHALL be "_1" for any Major_Minor release. Service indicators are intended to be compatible with the Major_Minor release they relate to but add bug fixes. No new functions will be added through the release of Service Indicators.

Table 5: Document Version

Successive versions of the document SHALL be sequentially enumerated, with no gaps in the document numbering. An example of such sequential numbering is the following: 1_0, 1_1, 1_1_1, 2_0, 3_0, 3_1, 3_1_1, 3_1_2, 3_2, 4_0, 4_1, etc.

Once posted, a version of a document SHALL not be replaced by another with the same name. Any posting of a revised document SHALL contain a different document number. There is no provision for specifying a "V1_1B" or "V1_1BIS", etc.

The following are examples of permanent document names using the above numbering convention:-

- OMA-TS-DLOTA-V1_0-20020620-D
- OMA-WAP-AD-WML-V2_0-20010620-A
- OMA-SYNCML-RD-SYNCROT-V1_1-20020215-A
- OMA-LIF-TS-LOCROT-V3_0-20020606-A
- OMA-WV-RD-CSP-V1_0-20020230-A
- OMA-WAP-AD-EXAMPLEFEATURE-V1_1_1-20020930-A

12.1.2 Permanent Document Types

Document Type (abbr)	Characteristics		Description
	Versioned	Numbered	
AD	X		Architecture Document
CHARTER			Charter
DDS	X		Data Definition Specification
EI CS	X		Enabler Implementation Conformance Statement Template
ERELD	X		Enabler Release Definition Document
ERP	X		Enabler Release Package (zip archive)
ET_RPT	X		Enabler Test Report
ETR	X		Enabler Test Requirements
ETS	X		Enabler Test Specification
EVP	X		Enabler Validation Plan
I OP_RPT	X		Enabler IOP Report
LRR			Liaison Relationship Request
LS		X	Outgoing Liaison Statement
ORG	X		OMA Working process and procedures
RD	X		Requirements Document
RRELD	X		Reference Release Definition Document
RRP	X		Reference Release Package (zip archive)
SUP	X		Support Document (non-specification)
TEMPLATE			Templates
TS	X		Technical Specification
WI D	X	X	Work Item Document
WP			White Paper
xxRRR	X		Review Report (where xx is AD, RD or CON)

Table 6: Permanent Document Types

12.1.3 Permanent Document Name Models and Examples

12.1.3.1 Architecture Document (AD)

Type: versioned; non-numbered

Model: "OMA-AD-" <FuncArea> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-AD-MMS_ENC-V1_1-20030205-D
OMA-AD-I MPS-V1_2_2-20040404-A

The version string for the AD is not related to the package (i.e. enabler or reference release) version. An AD may be included in more than one release package and if the same version is used that fact should be clear from the common AD document reference. For the same version string, the date string should be used for identifying the latest available document

12.1.3.2 Charter (CHARTER)

Type: non-versioned; non-numbered

Model: "OMA-CHARTER-" <GroupName> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-CHARTER-MWG-20040502-A
 OMA-CHARTER-IP_IPS-20080204-D

12.1.3.3 Data Definition Specification (DDS)

Type: versioned; non-numbered

Model: "OMA-DDS-" <FuncArea> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-DDS-MailObject-V1_2-20070303-D
 OMA-DDS-MO_FooBar-V1_1_2-20070812-C

Data Definition Specifications describe a data object but do not provide normative behaviour or handling information. Data Definition Specifications do not include static conformance requirements and is not testable on its own. Data Definition Specifications may be packaged in reference release where the data object is stand-alone or as part of an enabler release.

12.1.3.4 Enabler Implementation Conformance Statement (EICS)

Type: versioned; non-numbered

Model: "OMA-EICS-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-EICS-MMS-V1_2-20040303-D
 OMA-EICS-DS-V1_1_2-20030303-D

The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.5 Enabler Release Definition Document (ERELD)

Type: versioned; non-numbered

Model: "OMA-ERELD-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-ERELD-DS-V1_2-20040103-A
 OMA-ERELD-BAC_PUSH-V2_3-20090214-D

The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.6 Enabler Release Package (ERP)

Type: versioned; non-numbered

Model: "OMA-ERP-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Example: OMA-ERP-DRM-V2_0-20040805-C

The ERP is expected to be used for a zip file which contains the elements of the enabler release. The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available package.

12.1.3.7 Enabler Test Report (ET_RPT)

Type: versioned; non-numbered

Model: "OMA-ET_RPT-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D' and 'I'

Examples: OMA-ET_RPT-MMS-V1_3-20040607-D
OMA-ET_RPT-LOCATION-V2_3-20030706-I

The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.8 Enabler Test Requirements (ETR)

Type: versioned; non-numbered

Model: "OMA-ETR-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-ETR-BROWSING-V1_2-20040105-D
OMA-ETR-Presence_SIMPLE-V1_0-20050815-C
OMA-ETR-DM-V2_1-20040306-A

The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.9 Enabler Test Specification (ETS)

Type: versioned; non-numbered

Model: "OMA-ETS-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-ETS-MMS-V1_1-20040103-D
OMA-ETS-LOCATION-V2_0-20030509-C

The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.10 Enabler Validation Plan (EVP)

Type: versioned; non-numbered

Model: "OMA-EVP-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-EVP-BROWSING-V3_0-20070605-C
OMA-EVP-DM-V2_1-20080106-A

The <EnablerVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.11 Enabler IOP Report (IOP_RPT)

Type: versioned; non-numbered

Model: "OMA-IOP_RPT-" <EnablerName> "-" <EnablerVers> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-IOP_RPT-LOC_MLP-V3_0_3-20030912-A
OMA-IOP_RPT-LOC-V1_2-20031103-D

The <Enabl erVers> is in the form of <Vers> that is tied to the version of the underlying enabler release. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.12 Liaison Relation Request (LRR)

Type: non-versioned, non-numbered

Model: "OMA-LRR-" <Enti ty> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-LRR-W3C-20030504-A
OMA-LRR-PP_SA1-20021110-D

The <Enti ty> string should describe the group to whom the relationship is requested. For all LRRs, the <Enti ty> field must be unique.

12.1.3.13 Outgoing Liaison Statement (LS)

Type: non-versioned; numbered

Model: "OMA-LS_" <DocNum> "-" <Descri ption> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-LS_0012-Questi onsOnI MS-20040209-A
OMA-LS_0204-Dependenci esOn3GPP2-20040901-D

The <DocNum> is an OMA-wide sequence number and is provided by the Liaison Coordinator for logging and recording purposes. The <Descri ption> is free form text providing a summary of purpose of the LS.

12.1.3.14 OMA Working Processes and Procedures (ORG)

Type: versioned; non-numbered

Model: "OMA-ORG-" <Descri ption> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-ORG-Process-V1_4-20050301-D
OMA-ORG-Consi stencyRevi ewProcs-V2_0_1-20060102-A

The ORG doc type SHALL be used for documents that describe process and procedures. This includes internal Best Practices documents regarding those same processes and procedures. While these documents are primarily expected to support internal activities these documents MAY be made public. When the ORG doc type is used for normative documents (e.g. Process Documents) they MUST be approved by TP before becoming effective.

12.1.3.15 Requirements Document (RD)

Type: versioned; non-numbered

Model: "OMA-RD-" <FuncArea> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-RD-DM-V1_3-20031221-D
OMA-RD-DS-V1_6-20031112-C

The version string for the RD is not related to the package (i.e. enabler or reference release) version. An RD may be included in more than one release package and if the same version is used that fact should be clear from the common RD document reference. For the same version string, the date string should be used for identifying the latest available document

12.1.3.16 Reference Release Definition Document (RRELD)

Type: versioned; non-numbered

Model: "OMA-RRELD-" <RefRel Name> "-" <RefRel Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-RRELD-IdentityReport-V1_2-20060103-C
OMA-RRELD-ContentLandscape-V1_3-20090214-D

The <RefRel Vers> is in the form of <Vers> that is tied to the version of the underlying reference release. For the same version string, the date string should be used for identifying the specific release date.

12.1.3.17 Reference Release Package (RRP)

Type: versioned; non-numbered

Model: "OMA-RRP-" <RefRel Name> "-" <RefRel Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Example: OMA-RRP-FooDataModel -V2_0-20040805-C

The RRP is expected to be used for a zip file which contains the elements of the reference release. The <RefRel Vers> is in the form of <Vers> that is tied to the version of the underlying reference release. For the same version string, the date string should be used for identifying the specific release package.

12.1.3.18 Support Document (SUP)

Type: versioned; non-numbered

Model: "OMA-SUP-" <FuncArea> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-SUP-AC_ap0001-V1_0-20050913-D
OMA-SUP-DTD_drmrel-V1_4-20060214-C

The SUP document type provides a means to retain and reference non-specification documents needed to be associated with an enabler or other package. The formal document name, as SUP document, may differ from the normal usage. The public readable files are derived from the SUP files. Their names are generally shorter and simpler than the SUP file names in the permanent document areas as they usually avoid constructs like date strings and document status. For example, a DTD file is expected to be available in the external DTD directory but would normally include the <FuncArea> and <Vers> components of the source SUP file name. The linkage of the formal document and the normal usage file should be described in the appropriate package description (e.g. ERELD). The <FuncArea> name component should provide some form of type identification (e.g. AC, DTD, etc.), where possible, to permit easy recognition of the likely information contained therein.

12.1.3.19 Template Document (TEMPLATE)

Type: non-versioned; non-numbered

Model: "OMA-TEMPLATE-" <FuncArea> "-" <DateStr> "-" <State>

State: 'D' and 'I'

Examples: OMA-TEMPLATE-InputContrib-20031221-I
OMA-TEMPLATE-LiasonStatement-20031112-I

The <FuncArea> should describe the document type for which the template is intended.

12.1.3.20 Technical Specification (TS)

Type: versioned; non-numbered

Model: "OMA-" {<Affil> "-" } "TS-" <FuncArea> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-SYNCML-TS-DataSync-V1_1_2-20050301-D
OMA-TS-MMS-V2_0_1-20060102-A

The version string indicates the specification version and typically assigned by the work programme. The enabler package version may be different. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.21 Work Item Document (WID)

Type: versioned; numbered

Model: "OMA-WI D_" <Wi dNum> "-" <FuncArea> "-" <Vers> "-" <DateStr> "-" <State>

States: 'D' and 'A'

Examples: OMA-WI D_0045-PoC-V2_0-20040103-D
OMA-WI D_0035-MMSrel 2-v2_1-20040503-A

The <DOCNUM> is assigned by the Work Programme Secretary and the <FuncArea> is the registered name associated to the WID. These items are forever associated with the WID for the work item. The version string indicates the WID version. The package (i.e. enabler or reference release) version may have a different version number. For the same version string, the date string should be used for identifying the latest available document.

12.1.3.22 White Paper (WP)

Type: non-versioned, non-numbered

Model: "OMA-WP-" <FuncArea> "-" <DateStr> "-" <State>

States: 'D', 'C' and 'A'

Examples: OMA-WP-UsageOfDRM-20040203-D
OMA-WP-TestingMethodologyForLocation-20030202-A

White Papers are informative technical documents intended to provide a means to address market or technical issues in support of the activities of OMA. This includes technical best practices documents related to implementation of OMA Specifications or technical matters regarding OMA Specifications.

12.1.3.23 Review Report (xxRR)

Type: versioned; non-numbered

Model: "OMA-" <RTYPE> "RR-" <ReviewDoc> "-" <BaseVersion> "-" <DateStr> "-" <State>

where <RTYPE> is "AD" for Architecture Document Review
"RD" is Requirements Document Review
"CON" is for Consistency Review
"ORG" is for ORG document Review
"GEN" is for generic report of a Review

States: 'D' and 'I'

Examples: OMA-RDRR-DM-V1_2-20040203-D
OMA-CONRR-IMPS-V1_3-20040802-I

The <RevisedDoc> is a name associated with the package/document that is being reviewed. For example, in the case of RDRR, the <RevisedDoc> should be from the name of the requirements document. In the case of CONRR the <RevisedDoc> should be from the name of the ERELD enabler being reviewed. The <BaseVersion> is tied to the version of the material under review (e.g. RD, AD, ERELD). The <DateStr> represents the date of the review report itself and is not associated with the underlying material.

12.2 Internal Documents

12.2.1 Internal Document Numbering

An OMA internal document is any document used as input to, or output from, an OMA meeting (whether it be physical or virtual), and used to track the document within a particular meeting. OMA internal documents are internal to OMA.

The identification of any input OMA document number SHALL be in the following manner:-

"OMA-" <Group> "-" <Year> "-" <DocNum>{"R" <RevNum>} "-" <DocType> "_" <Description>

where

Field	Use, Format and Remarks	Examples
<Group>	This field SHALL be an abbreviated name of the group (e.g. TP, WG, SWG or Committee). The names SHALL be unique. This field SHALL be provided	TP, OP, REQ, STI, etc.
<Year>	This field SHALL identify the year of the internal number. This field SHALL be provided	2002, 2003 etc.
<DocNum>	This field SHALL identify the sequential number of the assigned internal documents per committee and year. This field SHALL be provided. The number reverts back to 0001 for each new calendar year. The initial sequential number SHALL be 4 digits, ranging from 0001 to 9999. In the unlikely event this limit is exceeded additional digits SHALL be added to increase the range to 99999, 999999, etc.. Revisions to an internal document SHALL be made by either a) using the revision mechanism defined herein, this being the RECOMMENDED mechanism, or b) allocating a new internal document number, and a reference to included to the previous version. Numbers SHALL be maintained by the secretary of each group or an automated system.	0001, 0153 etc.
"R"	This revision indicator field is OPTIONAL but is RECOMMENDED where revisions of input documents are made. If present this indicates a revision number is being supplied as below.	
<RevNum>	This revision number field is OPTIONAL but MUST be used when the revision indicator is supplied. The revision number SHALL be an integer. No specific upper limit is specified.	0001R1, 0067R2 etc.
<DocType>	This field SHALL identify the type of document. The value of this field SHALL be a supported type as indicated in Table 8.	INP, AGENDA, etc.
<Description>	Use of this field is RECOMMENDED. This field SHALL be a text field describing the subject of document.	"FrameworkUpdate" etc.

Table 7: Temporary Document Numbering

The following are examples of internal document numbers using the above numbering convention:-

- OMA-TP-2002-0254R1-INP_FutureMeetings
- OMA-REQ-2002-0417-Agenda_Rome
- OMA-IOP-Browsing-2003-0110-INP_SomeInformativeDescription

Filenames SHALL have industry standard file type extension, e.g.

- OMA-TP-2002-0254-INP_FutureMeetings.doc
- OMA-REQ-2002-0417-Agenda_Rome.txt

12.2.2 Internal Document Types

Document Type (abbr)	Description
AGENDA	Meeting Agenda
CR	Change Request
ILS	Incoming Liaison Statement
INP	Input Contribution
INV	Meeting Invitation
MINUTES	Meeting Minutes
RC	Review Contribution

Table 8: Internal Document Types

12.2.3 Internal Document Name Models and Examples

The following are specific examples of internal document types. Each shares a common initial name part as described previously.

Common Prefix: "OMA-" <Group> "-" <Year> "-" <DocNum> { "R" <RevNum> } "-"

This will be what is used as <IntPrefix> in the following name models.

12.2.3.1 Agenda (AGENDA)

Model: <IntPrefix> "AGENDA_" <Description>

Examples: OMA-BAC-2003-0354-AGENDA_HongKongOpeningMeeting
OMA-IOP-2003-0003-AGENDA_KatmanduInterimMeeting

12.2.3.2 Change Request (CR)

Model: <IntPrefix> "CR_" <Description>

Examples: OMA-DM-2003-0043R4-CR_BootStrapConfig
OMA-OP-2004-0101-CR_ShowOfHands

12.2.3.3 Incoming Liaison Statement (ILS)

Model: <IntPrefix> "ILS_" <LiaisonDescription>
Where <LiaisonDescription> is "ddMmmYYYY_<LiaisonInfo>"

Example: OMA-ILS-2005-0004-ILS_23Feb2005_3GPP2_TSGX_Dependencies

12.2.3.4 Input Documents (INP)

Model: <IntPrefix> "INP_" <Description>

Examples: OMA-TP-2003-9834R2-INP_WirelessLANEnhancements
OMA-MCC-2004-0203-INP_Additions2Questionnaire

12.2.3.5 Meeting Invitation and Registration (INV)

Model: <IntPrefix> "INV_" <Description>

Examples: OMA-REQ-2003-0034-INV_AthensInterimMeeting
OMA-REQ-2003-0145-INV_CapeTownInterimMeeting

12.2.3.6 Minutes (MINUTES)

Model: <IntPrefix> "MI NUTES_" <MeetingDescription>
Where <MeetingDescription> is "ddMmmYYYY<uniqueMeetingDescriptor>"

Examples: OMA-MSG-2003-0004-MI NUTES_23Feb2004ConfCall
OMA-REQ-2003-0152R3-MI NUTES_13Mar2005CapeTownInterimMeeting

12.2.3.7 Review Contribution (RC)

Model: <IntPrefix> "RC_" <Description>

Examples: OMA-REQ-2006-1234-RC_FOO_MyComments
OMA-REL-2007-0203-RC_BAR_ConsistencyComments

12.3 Special Document Handling

12.3.1 Charters

Charters are used by the OMA Technical Plenary as the primary method for the defining and communicating the scope of work that is authorised by the Technical Plenary.

All groups, which for the purposes of clarity includes working groups and any other such groups or committees as SHALL be created, reporting to the Technical Plenary, including the Technical Plenary itself, SHALL have approved charters, charters under review by the Technical Plenary or being produced for the first time in the case of a new group created as a result of an approved activity proposal. Charters SHALL contain the responsibilities, deliverables and domain of work that the group is intending to perform.

Sub-groups of working groups SHALL have approved charters, the charters being approved by the parent working group. Sub-group charters are not reviewed and approved by the Technical Plenary, since the working group's charter SHALL have sufficient scope to cover all the work of the working group including the sub-groups. Working groups are RECOMMENDED to follow an equivalent charter approval and maintenance process for sub-groups to ensure appropriate and unambiguous definition of the work of various activities within the working group.

Charters for all groups within the OMA Technical Plenary, i.e. the Technical Plenary itself, its working groups and committees and any such subgroups of working groups as have charters SHALL be published on their group's web pages for access by the OMA membership.

The following sections contain specific information about the Charter process within the OMA.

12.3.1.1 Chair Responsibilities

The Chair is responsible for ensuring that the group has a well-defined charter and the charter clearly covers the scope of assigned work items as approved by the Technical Plenary. A charter template can be found in the template area of the website and SHOULD be used for the generation of the charter.

The charter template contains guidance to the working group on what is expected (e.g. scope, deliverables, dependencies etc.) and what is not wanted (e.g. email addresses) to avoid spam email from the external capture of email addresses from the charters.

12.3.1.2 Charter Submission and Approval Process

After a group has generated a charter it MUST be submitted to the Technical Plenary for review and approval. The Technical Plenary SHALL review the charter and ensure that it meets the intended scope for the working group. After the Technical Plenary reviews the charter it will inform the group of either a) the deficiencies that need to be rectified before resubmission, or b) the approval of the charter.

Subgroups of working groups are not obliged to have a charter but it is RECOMMENDED. Any subgroup charters SHALL be reviewed and approved by the "parent" working group.

The Technical Plenary SHALL provide its charter to the OMA Board of Directors for their approval.

12.3.1.3 Public Availability of Group Charters

In the interests of openness the OMA SHALL make all charters available for public viewing. This approach will enable better co-ordination with other organisations and give a better view to the general public on what the OMA is currently working toward. Charters SHOULD be given the proper amount of effort knowing that they will be available for public viewing. Once a Charter has been approved the OMA staff MAY modify it to ensure that all charters have a consistent format. The OMA staff during this process will make no content modifications to the Charter. Charters SHALL be published at <http://www.openmobilealliance.org/>.

Charters of subgroups are not made public.

12.3.1.4 Amending Charters

Proposals for the modification of the scope of a group's charter will follow the same submission, review and approval process as new Work Item (see Section 0). The proposal for a charter modification MUST include an OMA work item outlining the motivation for the change, and a draft charter documenting the proposed amendments. The working group MAY not begin operation under the terms of the draft charter without approval from the Technical Plenary.

A group's charter MAY be amended such that details (e.g. deliverables or goals) are elaborated or adjusted to meet the goals of a new activity within the spirit of the original working group charter. The Technical Plenary MUST approve any proposal for charter amendments if the proposed amendment reflects the spirit of the working group's original purpose.

Charters for subgroups SHALL be amended and approved similarly by the working group.

12.3.1.5 Yearly Review of Charters

Once the Technical Plenary has approved a Charter it is valid for one year. Yearly updates are REQUIRED of all Charters to ensure that they properly reflect the activities of the group. The group is responsible for ensuring that the Charters are updated and submitted prior to the expiration of the current charter. The updated Charter MUST then be submitted to the Technical Plenary and follow the processes defined in Section 11.

Charters for subgroups SHALL be reviewed and renewed by the working group using this process.

12.4 Document Dispositions

The following table describes the valid dispositions that can be assigned to a document presented in OMA.

Disposition	Meaning
Reserved	A document number has been assigned to a contribution however the document has not been submitted to the TP or WG.
Submitted	The document has been submitted to the TP or WG however it has not been handled.
Noted	The document has been presented to and considered by the group. Subsequent actions MAY have been taken, e.g. Action Points being assigned or a response produced to a liaison statement. Informative presentations, which have no specified actions to be taken, SHALL be "Noted".
Agreed	The document has been presented to and considered by the group. There was consensus in the group to accept all the recommendations made in the document. The recommendations made in the document SHALL be acted upon. Meeting Agendas and Minutes SHALL be "Agreed" by the group for which they have been prepared, and MAY additionally be "Noted" by the parent group.
Approved	This category is for Permanent Documents only. The document has been presented to the TP. There was consensus in the TP to approve the document. Documents SHALL NOT be "approved" by any group other than the TP.
Postponed	The document was not fully considered and SHALL be placed on the agenda for a subsequent meeting.

Withdrawn	The member or organisation that submitted the document has requested that it not be considered further.
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Table 9: Document Dispositions

12.5 Document Submission and Availability

12.5.1 Document Submission

Documents SHALL be submitted at least 7 days before the start of a meeting.

As an exception, any documents submitted later than this deadline MAY be taken in the meeting at the chair's discretion subject to consensus in the group. Such documents MAY be presented for information, however no decision on these documents SHALL be made during the meeting, unless there is consensus.

All documents submitted to a meeting SHALL be Internal Documents with appropriate name and number. If a Permanent Document needs to be handled in a meeting (e.g. for approval) then the Permanent Document SHALL be supplied as an attachment to a proper input contribution. The input contribution will have the Internal Document name reference and SHALL describe the actions needed to be taken regarding the Permanent Document. To provide appropriate document availability, the input contribution and needed attachments SHALL be supplied in a form that permits them to be associated to the Input Document reference (e.g. in a ZIP file with name of input contribution and .zip extension).

Contributions to groups SHALL NOT be made from non-member companies. Document submission to meetings SHALL be consistent with Membership Rights, and the group's officers SHALL ensure that submissions to the group are consistent with the Membership Rights (e.g. input contributions from non members shall not be permitted, liaison statements and inputs from external organisations excepted).

12.5.2 Submission of Revision Marked Documents

When a new version of an already approved document is submitted for approval, two versions of the document SHALL be supplied. A version of the document with the revision marking and a version of the document with accepted revision marking SHALL be supplied, together with the appropriate cover sheet.

The filenames of the two versions SHALL identify which is the revision marked version, and which is the clean version.

12.5.3 Document Availability Before a Meeting

Documents submitted prior to a meeting SHALL be made available and distributed electronically (e.g. website, e-mail etc.).

12.5.4 Presentation of the Document

The submitter/submitted member of the document SHALL be given at least one opportunity to present the document. The chair SHALL be responsible for ensuring that the needs of the member in having an opportunity to present are balanced by the needs of the group to make progress.

The chair SHALL ensure the submitted document is brought before the group for presentation and consideration in accordance with section 11 (technical decision making) and the associated disposition assigned is consistent with those defined in section 12.4.

The document SHOULD be presented by the submitter, a co-submitter or someone asked by the submitter(s) to present it.

When no one is available to present the document the chair MAY defer the document to later in the meeting if there is a reasonable expectation of a presenter at that time. Otherwise the chair may endeavour to present the document or the chair MAY determine that because of the timeliness of the document, the level of interest or the level of controversy the document be "Postponed" until the next meeting and no further action taken at the current meeting.

Where contributions are "Postponed" the chair SHOULD engage with the submitter(s) to ensure the contribution is presented in a subsequent meeting.

Where the submission expresses what might reasonably be considered to be an objection, giving benefit of doubt to the submitter, the chair SHALL take steps to ascertain from the member: i) whether it is an objection, and ii) whether the member would sustain the objection, and convey this to the group so the technical decisions relating to the document can be made.

13. Work Activities

The OMA document procedures cover the life of the document, from initial work item to the end of life of the document. This section documents the OMA procedures for the creation of a new release package or a new feature to an existing release package. The creation procedures for release packages are defined in section 13.1. Lightweight procedures may be utilized for certain reference releases (e.g. stand-alone White Papers and Data Definition Specifications) and these are defined in section **Error! Reference source not found.**

The intent of the process is to produce an environment where specifications are produced as a result of well defined requirements which are approved by the members at the Technical Plenary, resulting in well defined specifications that address all the requirements with demonstrated interoperability when finally approved.

The process is designed to be lightweight and enable significant parallelism and this is achieved by:

- Ensuring the minimum number of checkpoints.
 - The process is non-gating from the approval of the requirements to the approval of the final specification apart from approval by the Technical Plenary of the work.
- Clearly defining the owners of the work at the various stages.
 - The defined owner for much of the process is the technical working group allocated the work item by the Technical Plenary, this group being responsible for all aspects of its creation and managing the amount of parallelism of the work to achieve the necessary functional completeness and quality of final deliverables.
- Clearly defining the groups in OMA who the defined owner should work with and have review the work at various stages.

The process intentionally allows a number of routes for new ideas to generate work within the OMA through the work item process, namely through member submission and support, ideas produced within the OMA and its working groups and through external sources such as organisations, with or without liaison agreements, and individual contributions/suggestions.

13.1 OMA Process Flow

This section documents the OMA procedures for the creation of a release package which may constitute development of a new enabler or reference release, or the modification thereof. The process begins with suggestions and concludes with an approved new or updated release package or the abandonment/termination of the work.

The concept of an OMA Work Item (WI) is used to describe the scope of the release package during its formative stages, this being used to define the intended deliverables sufficiently to seek, and have the OMA Technical Plenary (TP) approve it to be worked on. The WI should not be confused with the Requirements Document (RD) or the charter of a working group though all may contain some similar information; the RD containing the detailed market requirements (e.g. use cases and high level requirements) while the WI contains some general statements of requirements along with anticipated impacts where known and other information that can lead to a good assessment of the requested enabler or reference release. A charter simply defines the scope of a group which may be more or less than the scope of a WI. The WI is used and may be updated throughout the evolution of the release package for subsequent tracking purposes. The underlying principle is that no release package development activity is undertaken by the OMA TP without it being within the scope of approved WIs.

There are several phases in the release package development procedure. Each phase has an associated diagram to assist with the visualization of the steps described in the phase. The legend for the elements in these diagrams is provided in Figure 3. The diagrams are informative and are supportive of the text describing the phases. If there are inconsistencies in what the words say and what the diagrams show, the words are deemed correct.

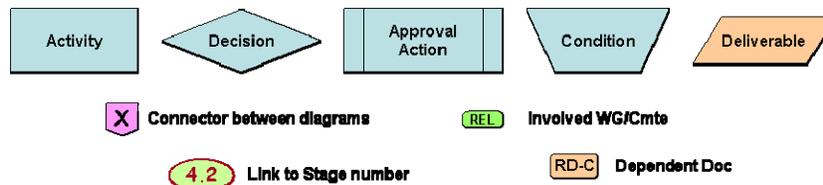


Figure 3. Simple Legend for Process Flow Diagrams (Informative)

13.1.1 Work Item Definition Phase

The work Item Definition Phase relates to the creation and approval of the Work Items. A simplified flow diagram is shown in Figure 4

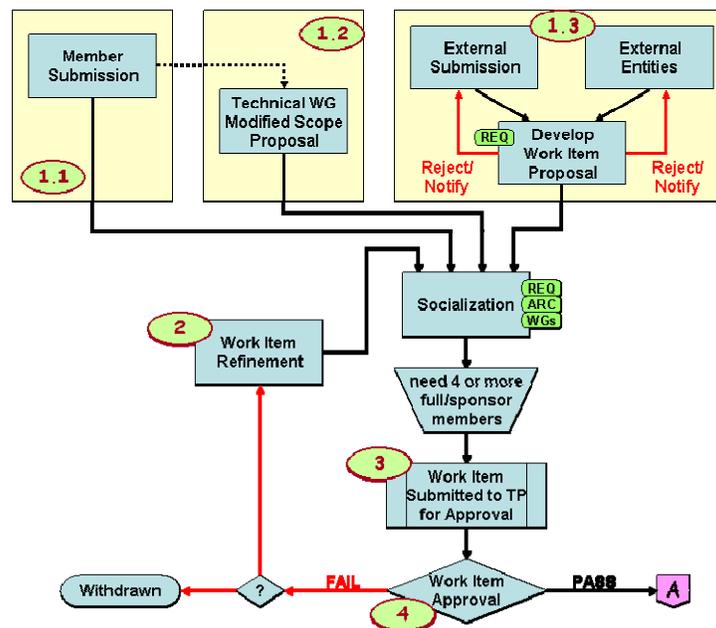


Figure 4. Flow Diagram for Work Item Definition Phase (Informative)

13.1.1.1 Stage 1. Work Item Creation

Work items are the means by which release packages (i.e. work products of OMA such as enablers and reference releases) are defined. These release packages may be wholly or partially outside the current scope of any existing work of the OMA.

Definition:

The OMA Work Item (WI) SHALL be used to describe the scope of the release package during its formative stages, this being used to define the expected deliverables sufficiently to seek and have the OMA Technical Plenary approve it to be worked on.

The WI document is a living document and SHALL be used to justify the work activities needed to develop the release package(s) it defines until its final approval. A WI document MAY cover more than one release of the release package.

Re-use and overlap of specifications

- Re-use

The WI document SHOULD list OMA releases and specifications from other standards fora proposed for reuse, and explain their planned use for consideration during development of the proposed work.

- Overlap

If it is known, the WI document SHALL include information on potential overlap in the proposed work with that of OMA and other standards fora, including explanations on duplication, divergence and rationales why the work should still be carried out regardless of the possible overlap.

The scope of an existing WI MAY be expanded if submitted to and approved by the Technical Plenary.

Work items MAY be submitted by:

- a) OMA members directly (stage 1.1 in the process flow), or
- b) existing OMA working groups (stage 1.2 with member only input to the working group), or
- c) through the process by which external submissions, from individuals, companies or external organisations may be accepted by OMA (stage 1.3), normally this being through the requirements group.

Work items should use the approved WI template available at the template directory of the website and bearing into consideration the notes to submitters contained therein.

The Requirements group SHOULD review external input submissions relating to WIs. Before initiating a WI, the proposers of a WI SHALL obtain a WI ID number from the WI Secretary who is appointed by Technical Plenary. An input document to any OMA WG without a WI ID SHALL NOT be accepted as a WI proposal.

The Requirements group MAY also submit WIs following Technical Plenary requests to review or refine already submitted WIs where the Technical Plenary decides approval cannot be made as submitted or with changes. However this route can only be with the concurrence of the submitter(s) of the original WI.

A proposed WI SHOULD be socialised with affected working groups, including the requirements group and the architecture group, and may be further refined by the submitting entity, e.g. OMA working group, as a result of this socialisation before submission to the Technical Plenary for approval. Socialisation is not a formal review with any form of approval though the proposers of a WI MAY consider any comments made during the review and refine the WI accordingly.

13.1.1.2 Stage 2. Work Item Refinement (Following Failure to Approve)

Where the TP rejects a submitted WI (see stage 3) one of the following options SHALL result:

- Decision to not proceed further with the work item.
 - This may only be the decision of the original submitter(s) of the WI.
- Decision to rework the WI pending resubmission.
 - The rework or refinement of the WI may be done by the original submitter(s) of the WI or, with the original submitter(s)'s consent, by the requirements group, or by another OMA working group.

Where the Technical Plenary has made specific comments during the preceding WI approval attempt or set conditions for resubmission the rework or refinement SHALL address these issues before resubmission.

13.1.1.3 Stage 3. Submission of a Work Item to the Technical Plenary

Any WI being submitted for approval to the Technical Plenary SHALL be supported by a minimum of four (4) OMA full or sponsor members. When a member states that it supports a Work Item, this also implies that it intends to commit resources to do the work so that the work schedule for the Work Item can be fulfilled.

Any WI submitted to the TP for review and approval SHALL list with whom the WI was socialized and any endorsements.

Following the submission to the Technical Plenary the WI shall be made available for review and approval using the OMA approval process defined in section 11.

All WIs submitted to the Technical Plenary SHALL be made easily available for members and working groups to review. The Technical Plenary leadership SHALL ensure notification is made to members of new WIs, the period of the review and the means to provide comments. Working groups SHOULD ensure awareness of WIs pertinent to their domain and provide review comments including, but not limited to, the relevance of, or priority of, the WI for OMA.

13.1.1.4 Stage 4. Technical Plenary Approval of Work Item

The end result of the Technical Plenary review and approval SHALL be:

- the WI is approved as submitted and assigned to a Technical Working Group
- the WI is approved with changes and assigned to a Technical Working Group
- the work item is not approved and returned to the creators or Requirements group for further work pending resubmission for approval (see stage 2)

In either of the cases where the Technical Plenary approves a WI (cases (a) and (b) above) the approved WI SHALL be delegated to a technical working group and the work commence on the technical activities.

In the event of a resubmission of a WI that has been previously rejected by the Technical Plenary, i.e. case (d), the Technical Plenary should first establish whether it will entertain resubmission.

13.1.2 Assignment to Working Group Phase

Following the approval of a WI it SHALL be delegated to a Technical Working Group [TWG]. The priority of assignment is in the order outlined by stages 4.1, 4.2 and lastly 4.3 respectively. The following informative flow diagram represents these stages.

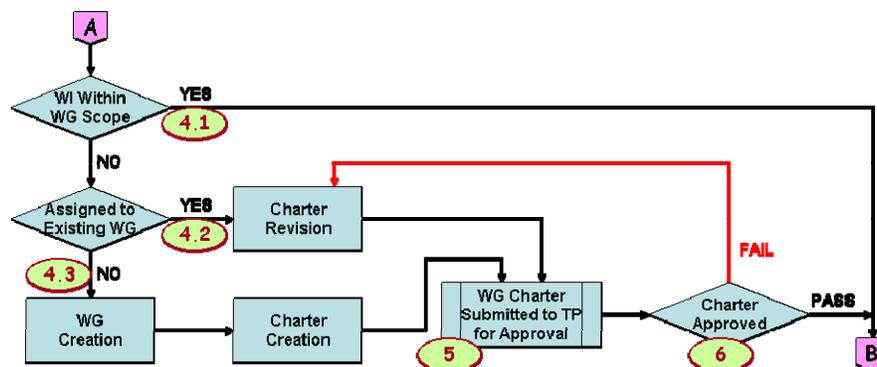


Figure 5. Flow Diagram for Assignment to Working Group Phase (Informative)

Upon delegation there MAY be chartering activities to be undertaken by the TWG, these being covered by stages 4.1 – 4.3. In addition, initial technical activities may be undertaken, in good faith, on the expectation that the Charter would ultimately support the work.

13.1.2.1 Stage 4.1. Assignment of a WI to a Working Group Where the WI is in Scope

If the OMA WI is within the existing scope of an existing TWG, it SHOULD be directly allocated to the working group and work commence on the requirements document (RD) (stage 7).

The working group SHOULD check the defined scope in its charter to ensure the WI is completely within its scope. The working group SHALL update the charter if the review determines an update is desired or needed.

13.1.2.2 Stage 4.2. Assignment to an Existing Group Where the WI Leads to a Change of Scope

If the OMA WI relates to the work of an existing working group but is not covered by the current scope of that working group it SHOULD be assigned to the working group.

The working group SHALL update its charter to reflect the change of scope caused by the allocation of the WI and resubmit its charter to the Technical Plenary for approval (stage 5). Any updates to the WI considered appropriate during the determination of scope for the charter SHALL also be submitted to the Technical Plenary for approval.

13.1.2.3 Stage 4.3. Assignment to a New Group

If the OMA WI does not relate to an existing group, either by virtue of the current (stage 4.1) or expanded (stage 4.2) scope, it SHALL be assigned to a new TWG.

The working group's initial task SHALL be to create a charter covering the scope of the TWG and to submit this for approval by the Technical Plenary (stage 5). Any updates to the WI considered appropriate during the determination of scope for the charter SHALL also be submitted to the Technical Plenary for approval.

13.1.2.4 Stage 5. Review of Revised or New Charters for Assigned WIs

Following the submission to the Technical Plenary the charter, and any update to the WI deemed necessary, SHALL be made available for review and approval.

13.1.2.5 Stage 6. Approval of Revised or New Charters for Assigned WIs

The charter and any WI update SHALL be approved by the Technical Plenary unless an objection is made by a member on the substance of the charter or WI update, e.g. it is not sufficiently well defined. If there is an objection to the charter or WI the Technical Plenary SHALL work to resolve the dissenting response. The Technical Plenary MAY request the TWG to reconsider aspects of the charter or WI update, or the Technical Plenary MAY request one or more OMA working groups for additional clarification or opinion before making the decision, or the Technical Plenary MAY resolve any objections directly and inform the TWG of the decision.

If the dissenting opinion cannot be resolved by the Technical Plenary then the Technical Plenary SHALL vote on the charter or revised work item. Appeal to the Board of Directors is available in situations where the objector believes due process has not been followed as defined in section 11.4.

The goal of this stage is to assure clarity and TP agreement of the scope for the group undertaking the work covered in the work item. It is not intended to unduly restrict or hinder the group nor impede the progress expected on the assigned work.

13.1.3 Release Package Development Phase

The descriptions in this section primarily relate to the development of Enabler Releases which need to go through all of the stages as described.

Development of Reference Releases will normally involve just some of the development stages needed for the items it is producing. Further, certain stages may be modified to better address required completeness of the development activity. The Release Planning and Management Committee will be responsible for clearly defining the steps required for specific Reference Releases and will be based upon the items expected to be developed. To ensure consistency of handling, the Release Planning and Management Committee will document required steps for different types of reference releases (e.g. White Papers, reference RDs). A description of White Paper development procedures can be found at section 13.2.

It should be noted that significant parallelism in this phase is possible (i.e. the various document drafting) but to keep this illustrated flow simple the order in which deliverables are approved by TP the flow appears as though it is a stage-by-stage process. The text defines the parallelism in more detail.

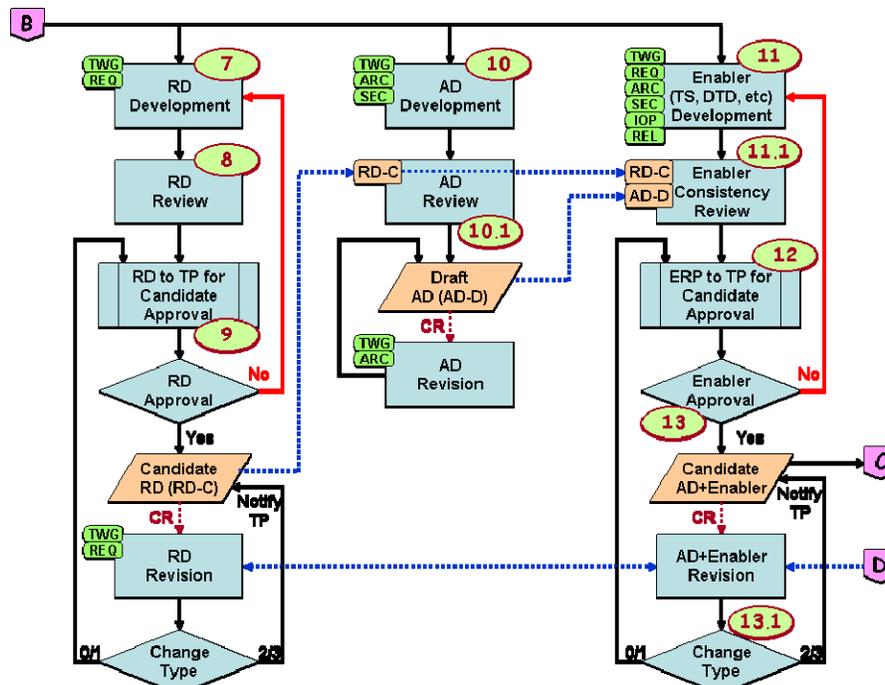


Figure 6. Flow Diagram for Release Package Development Phase (Informative)

The Technical Working Group assigned and chartered to perform the WI SHALL be responsible for all aspects of the work to be carried out.

The creation of the candidate release package involves several stages, namely

- the creation and candidate approval of the Requirements Document (stages 7 -9)
- the creation of the Architecture Document (AD) (stage 10)
- the creation of the detailed specifications (stage 11)

The review and approval of the candidate release package is covered by stages 12 and 13. The Technical Working Group SHALL determine whether the work or aspects of the work required to produce the candidate release package is performed by:

- a) the working group, or
- b) a sub-group of the Working Group, or
- c) other working groups in OMA (e.g. Architecture group for architectural aspects, Security Group for security aspects, etc.), or
- d) outside OMA if an appropriate liaison relationship is established. (see section 10.1 relating to working with other organisations)

Where the TWG wishes to have aspects of the work performed by other working group(s) the TWG SHALL seek the necessary agreement of the other working group(s) before presuming it to be plan of record. Similarly, where the TWG wishes to have work performed outside of OMA, all necessary agreements SHALL be sought before presuming it to be plan of record.

Regardless of how the Technical Working Group decides to have the work performed the technical working group SHALL cooperate with all the groups referred to herein per stage as a minimum.

13.1.3.1 Stage 7. Development of the Requirements Document

The TWG assigned the WI SHALL be responsible for ensuring the Requirements Document (RD) is produced and maintained during the lifetime of the WI.

The TWG and Requirements group SHALL cooperate on the creation of the RD. The RD SHALL be produced by either the Requirements group or the TWG or jointly.

The RD SHALL contain sufficiently detailed market requirements for the release package to allow clear and unambiguous interpretation of the engineering and technical requirements during its creation. The minimum content of the RD SHALL be:

- use cases; and
- high-level requirements

The documented use cases in the RD SHALL support the identified high-level requirements and be informative.

- For the avoidance of ambiguity there MAY be some use cases that do not provide explicit requirements, but which provide a more complete background for the requirements, and there MAY be requirements which do not have supporting use cases that explicitly show the requirements.

The requirements in the RD SHALL be normative and MAY show explicit traceability to the use cases.

The RD SHALL use the RD template.

A template with notes on desired content may be found in the templates area of the website.

The RD SHALL contain nothing that cannot be referred in general terms to the WI(s) from whence it is derived.

The RD SHALL state which requirements are to be implemented in the forthcoming release of the release package. Where requirements contained in the WI(s) relating to the RD are to be deferred to future releases these SHALL be clearly stated.

Readiness for an RD to be submitted for a Requirements Document Review SHALL be determined by the group that has produced the document.

13.1.3.2 Stage 8. Requirements Document Review

Prior to submission to the Technical Plenary the completed draft requirements document SHALL be subject to a requirements document review.

The RD review SHALL be organised by the Requirements Group. The participants of the RD review SHALL consist of representatives of the Requirements Group and the TWG but is open to all members and representatives of other working groups. See section 13.1.4.10 for the details of the review process to be followed.

The Requirement group SHALL provide notice to the Security group, and other working groups if necessary, to engage in the RD review. The Security group would be asked to validate the assessment of potential security issues and the corresponding requirements to address them.

During the RD review the requirements specified in the RD SHALL be reviewed against the background of the WI and with reference to the documented use cases in the RD, bearing in mind that not all requirements may be explicitly apparent through the requirements. The RD review MAY review the use cases for completeness against the WI.

The RD review SHALL document the resulting issues and comments found during the review. The Review Report shall be used to capture the issues and comments as well as the responses.

The TWG and Requirements WG SHALL work to resolve any issues found during the RD review and document the resulting changes in the review report document. Any issues unresolved when the RD is submitted to the Technical Plenary for review and approval and the source of those issues SHALL be clearly identified and brought to the attention of TP.

Completion of the RD SHALL be determined jointly by the TWG and the Requirements group.

The RD resulting from the RD review SHALL be submitted to the Technical Plenary for review and approval along with the updated RD Review Report showing the status.

13.1.3.3 Stage 9. Review and Approval of the Requirements Document by the Technical Plenary

Following the submission to the Technical Plenary the RD, RD review report and updated WI SHALL be made available for review and approval using the OMA approval process defined in section 11. The specific procedures to be followed for submission of materials and recording status SHALL be documented and available to members.

In the event the RD is not approved by the TP the TWG SHALL address the reasons for the failure to achieve approval.

The approved RD SHALL be the basis of the subsequent work to define the candidate release package (stages 10 onwards) and SHALL be used by the Technical Plenary for release planning and management purposes.

The approved RD SHALL be considered one input to the candidate submission (stage 12).

In the event the RD needs to be updated post RD approval all changes SHALL be reviewed with the Requirements group. The Requirements group SHALL determine whether a further RD review is necessary. The associated updated RD SHALL follow the "Handling of a Document with Incorporated Changes" process (section 13.5.5)

13.1.3.4 Stage 10. Development of the Architecture Document

The Architecture Document (AD) SHALL define the detailed architecture for the release package. The AD SHALL be consistent with any overall OMA architecture.

The AD SHALL contain:

- the functional elements in the enabler architecture
- interface and protocol definition between elements (APIs, transport protocols, etc.)
- etc.

The AD SHALL contain nothing that cannot be referred in general terms to requirements in the RD.

The TWG SHALL be responsible for ensuring the AD is produced and maintained throughout the lifetime of the WI.

The AD MAY be produced by the TWG or the Architecture group or jointly based on agreement between both groups.

The TWG SHALL cooperate with the Architecture group and, where aspects of security are involved, the Security group and where necessary other working groups on the creation of the AD.

The AD SHALL be delivered either as a separate document or as part of a detailed specification.

Readiness for an AD to be submitted for an Architecture Document Review SHALL be determined by the group that has produced the document.

13.1.3.5 Stage 10.1. Architecture Document Review

The Architecture review SHALL be organised by the Architecture group. See section 13.1.4.10 for the details of the review process to be followed.

The Architecture group SHALL provide notice to the Security group, and other working groups if necessary, to engage in the AD review.

The proposed architecture and technology as defined in the AD SHALL be reviewed in the context of the candidate requirements, the OMA architecture, other OMA enabler architectures as well as general industry practice.

The AD review SHALL be considered complete when there are no substantive issues outstanding and all issues or comments in the review report have responses from the submitting TWG.

Completion of an AD SHALL be determined by the TWG and the Architecture group and, where appropriate, the Security group or other involved working groups following completion of an Architecture Document Review.

In the event the AD needs to be updated post completion of formal AD review, all changes SHALL be notified to the Architecture group for review. The Architecture group SHALL determine whether a further AD review is necessary. In all cases, the AD document history will reflect the changes.

The completed AD, with the latest ADRR, SHALL be submitted to the Technical Plenary as part of the Candidate submission (stage 12).

13.1.3.6 Stage 11. Development of the Enabler Package

The enabler package SHALL contain all required specifications and supporting material.

The specifications SHALL define the technical detail of the enabler.

The IOP Enabler Test Requirements (ETR) SHALL define the features, means (e.g. method to test) and criteria (e.g. expected results) including the priority for assessing interoperability.

The specifications SHALL contain:

- sufficient technical detail to define all aspects of function and behaviour in an unambiguous way, e.g. protocols, APIs, content formats, semantics and syntax, processing models, security, UI behaviour where appropriate, etc., and
- sufficient technical detail to ensure interoperability for all normative function and behaviour, and
- the means to achieve versioning for evolution and maintenance.

The specifications SHALL contain nothing that cannot be referred in general terms to requirements in the RD and AD.

The TWG SHALL be responsible for producing the specifications and other documents for the enabler.

The TWG SHALL cooperate with the Architecture group, IOP group, Requirements group, Security group and other appropriate working groups as appropriate during the creation of the specifications.

The enabler SHALL be delivered as one or more specifications, Enabler Test Requirements (ETR) and any other required documents (e.g. Enabler Release Document (ERELD)). Note that a specification MAY contain the needed elements of the AD, rather than have a separate AD specification, when delivered as one specification or where the AD forms a logical part of one specification in a set.

Completion of the enabler SHALL be determined by TWG. The criteria to be used to determine the completion of the enabler SHALL be:

- a) all planned requirements, as defined in the RD with agreed updates post RD approval in stage 9, have been addressed,
- b) all necessary aspects of architecture, security and the function have been specified,
- c) any interoperability requirements at the specification level is complete, including the Enabler Test Requirements
- d) the documents have no known omissions or problems.
- e) the enabler documents (i.e. specifications, Enabler Test Requirements, and any other required documents) have been subject to the consistency review and there are no known substantive issues outstanding.

13.1.3.7 Stage 11.1. Consistency Review

It is the responsibility of the TWG to engage with the Consistency group (see 3.2) to ensure the consistency review occurs.

The consistency review shall involve a specification or a package of specifications. For a candidate enabler, the review will cover a number of specifications, the associated ERELD, IOP Enabler Test Requirements and other supporting materials (e.g. DTD files). In addition, the associated RD and AD provide a basis of expectation that should be considered during the review.

The Consistency group SHALL coordinate the final review of the specification or package. The Consistency group SHALL ensure working groups with domain expertise support the review activity. See section 13.1.4.10 for the details of the review process to be followed.

The Consistency group SHALL be responsible to generate a Review Report document.

The TWG SHALL work with other working groups, as needed, to resolve problems found. The report SHALL be updated with the resulting actions taken to resolve problems.

The Consistency review SHALL be considered complete when there are no substantive issues outstanding and all issues or comments in the Review Report have responses from the submitting TWG

The Consistency group SHALL provide a statement and review report to the Technical Plenary showing their support for the release package as part of the Candidate submission.

13.1.3.8 Stage 12. Candidate Submission for Review and Approval

The completed release package forming the proposed candidate along with the review reports and supporting material SHALL be submitted by the Release Planning and Management committee to the Technical Plenary for review and approval as the Candidate submission.

Following the submission to the Technical Plenary of the candidate item material (i.e. AD and specifications) and the supporting material (e.g. RD, updated WI, review reports and support statements) SHALL be made available for review and approval using the OMA approval process defined in section 11. The specific procedures to be followed for submission of materials and recording status SHALL be documented and available to members.

13.1.3.9 Stage 13. Approval of the Candidate Release Package

A candidate release package SHALL be approved by the Technical Plenary unless either a substantial objection is received from a member or any working group, including but not limited to the Architecture, Requirements, Security and Interoperability groups.

If there is an objection the Technical Plenary SHALL work to resolve the dissenting response. The Technical Plenary MAY make a request to the TWG to reconsider aspects of the candidate release package (e.g. revisit the issues raised from the RD onwards for complete assessment of impact and resolution) or the Technical Plenary MAY request one or more OMA working groups for additional clarification or opinion before making the decision, or the Technical Plenary MAY resolve any objections directly.

If the dissenting opinion cannot be resolved by the Technical Plenary then the Technical Plenary MAY vote on the approval to candidate status of the release package. Appeal to the Board of Directors is available in situations where the objector believes due process has not been followed as defined in section 11.4.

Following approval the candidate moves to the public review, validation and approval stages.

13.1.3.10 Stage 13.1. Updating of Existing Candidate Release Package

In cases where a Candidate release package is updated or needs to be considered in light of new circumstances (e.g. change in OMA Policy affecting the candidate release package) the Technical Plenary SHALL be involved before such change may take effect. The level of involvement of the Technical Plenary is dictated by the nature of the impact. For cases where the Candidate is revised by application of one or more CRs the Technical Plenary may be involved in a new approval or may just be notified (see section 13.5.5). Similarly, when the candidate is subject to new or revised conditions that require visibility or impact its usability, the Technical Plenary SHALL be notified of these conditions so that it may be able to perform any needed actions.

13.1.3.11 Stage 13.2. Board Approval of Candidate Submission

When the Technical Plenary has approved a candidate or been notified of a modification or condition change to a candidate, it MUST present the candidate item to the Board of Directors for Board Approval. If any process concerns had been raised for the candidate item, they would be resolved before action by the Board is completed. Once the candidate item receives its Board Approval, formal publication of the candidate, with any indication of its new status, may occur.

13.1.4 Candidate Validation and Final Approval Phase

Before the Candidate can be finally Approved and marked with the '-A' Approved doc state, it must go through a validation phase and then be formally approved by the Technical Plenary and Board of Directors. The following informative flow diagram shows the activities undertaken in the TP.

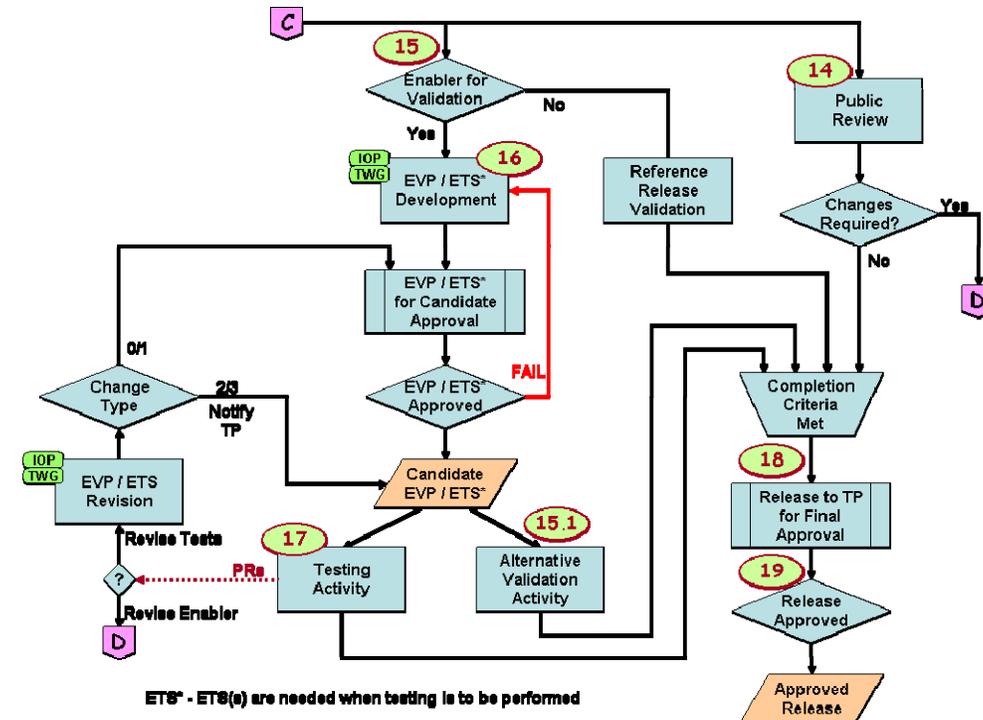


Figure 7. Flow Diagram for Candidate Validation and Final Approval Phase (Informative)

The major flow through the IOP activities is intended for Enabler Releases. For other types of products in Reference Releases alternative means to assess quality may be defined and required to be performed before the final approval is granted. The Release Planning and Management Committee will be responsible for defining the validation activities for Reference Releases.

In all cases, Public Review (stage 14) is required of all products intended to be released.

13.1.4.1 Stage 14. Public Review

Following approval of the Candidate Release Package (i.e. RD, AD and specifications) the release package SHALL be made available for public review.

The purpose of the public review is to

- a) make the work of the OMA visible, thereby potentially reducing the risk of conflicting specifications in the same domain from other organisations
- b) solicit opinion from individuals and organisations as expert technical reviewers on the content of the specification to determine whether the specification is technically mature and ready to be approved, thereby driving up the quality of the specification through this review.

The means used to achieve the public review SHALL be to make the release package publicly available via the OMA website in a manner clearly identifiable to the user (e.g. a page or fragment of a page associated with the OMA documents pages). OMA, its working groups or members of the OMA MAY additionally notify interested domain experts or organisations of the specifications public availability to seek opinion.

The review period SHALL be a minimum of 30 days (where no interoperability testing is required or where only minor enhancements/changes to existing interoperability tests are required allowing quick turnaround) with a maximum review period being that of the completion of the interoperability testing in stage 17.

Any comments or problems raised during this public review SHALL be reviewed and dealt with. The TWG SHALL acknowledge receipt of the comment or problem and following review determine what action to take. Where the TWG determines the comment or problem results in a change to the release package the Change Control procedures (see section 13.3) SHALL be used and procedurally these changes will be handled in a way consistent with those resulting from problems found in the validation phase (stages 15-17). The TWG MAY inform the submitter as to the actions being taken as a result of the submitted comment or problem but SHALL notify the submitter if and when the specification was updated as a matter of courtesy and to solicit feedback.

13.1.4.2 Stage 15. Validation Task

A determination should be made regarding the kind of validation required for a candidate release package before it can be approved. The possible validation approaches shall be:

- Validate the material in the release package through the use of end-to-end service delivery focused tests written to exercise aspects of conformance and interoperability. This testing is expected to involve a number of devices and other service end-points and infrastructure components.
- Alternative validation program which can provide a high degree of confidence in the quality of the release package (Stage 15.1).
- Mixture of the above that recognizes that some elements of the release package may be testable and others may not. This approach should provide confidence of the quality of all elements of the release package.

The validation activities to be undertaken will be documented in the Enabler Validation Plan (EVP) for each enabler. The EVP will cover testing and alternative validation activities to be accomplished. The EVP and any needed Enabler Test Specifications (ETS) SHOULD be approved to Candidate by TP before testing and validation activities take place.

13.1.4.3 Stage 15.1 Alternative Validation Activities

In cases where an enabler or parts of an enabler are not being tested, alternative validation activities SHOULD be undertaken. These should provide as much overview of the un-tested aspects as possible as it will be the only quality checking performed.

The alternative validation effort may include one or more activities to provide as much confidence in the quality of the un-tested components of the enabler. In addition, where technology is based on developments of other groups and organizations, validation may be based upon tools or techniques available for those technologies.

The IOP and technical working groups will describe the type of validation activities to be undertaken in the EVP. This will include defining the criteria and outcome(s) required to be considered successfully validated.

Successful completion of the validation activities SHALL be a pre-requisite for the final approval of a release package where validation is required.

13.1.4.4 Stage 16. Enabler Validation Plan and Enabler Test Specification Creation

The IOP group SHALL ensure Enabler Test Guidelines (ETG) and Enabler Test Specification (ETS) documents are produced to fully describe the needed testing activities required to validate the enabler release package.

The Enabler Validation Plan SHALL detail the approach to be undertaken during the interoperability validation.

The Enabler Test Specification SHALL have an end-to-end service delivery focus and exercise aspects of conformance and interoperability to the enabler using a number of devices and other service end-points and infrastructure components.

The IOP group SHALL cooperate with the technical working group and any other working groups it needs to when producing the Enabler Validation Plan and Enabler Test Specification documents to ensure the test cases reflect the requirements as specified in the Enabler Test Requirements.

The reviewed test case documents form the basis of the interoperability tests.

13.1.4.5 Stage 17. Interoperability Testing, Problem Report Generation and Handling

The IOP group SHALL organise and manage the interoperability testing which executes the tests defined in the test specification document.

The IOP group SHALL ensure any problems or discrepancies found during the interoperability testing are raised in the form of Problem Reports (PRs). The IOP group SHALL ensure PRs are as comprehensive as possible, describing the test scenario, test details and problem condition details. The PRs SHALL be submitted using the established process for resolution. The IOP group SHALL manage the resolution of PRs through cooperation with the technical working group.

PRs SHALL be investigated in the first instance by the IOP group representatives to ensure the problem is not one of process, test cases, or test environment. In the event the PR relates to a candidate specification issue the IOP group SHALL pass the PR to the working groups where resolution is expected.

PRs raised by the IOP group and/or participants in the interoperability validation SHALL result in one of the following outcomes:

- a) No action for OMA as the problem is one of developer interpretation only, or
- b) OMA IOP group action to change the test cases or test environment, using the appropriate change management process, and/or
- c) OMA technical working group action to address a technical problem in the candidate item. This MAY result in a Change Request (CR) being raised against one or more specifications, RD or AD.

CRs SHALL be treated as though they were changes to the RD (stage7) in the first instance so the impact can be assessed through the main document creation phase (see section 13.5.3 re CRs). The working group handling the CR SHALL determine the result as one of the following outcomes:

- a) No action, where no interoperability issue is perceived.
- b) Editorial change to the candidate item which does not impact the current approval process,
- c) Material change to the candidate item, requiring the approval process to be followed again,
- d) Deferment to a following release where one is planned and where no impact to interoperability will result from not changing the current candidate item.

The interoperability testing SHALL be considered complete only when all features of the release package which are defined as the minimum criteria for completeness, as defined in the Enabler Validation Plan, have been successfully tested and any rework due to the raising of PRs verified.

The final candidate item material after any changes made as a result of the validation along with the test report SHALL be submitted by the Release Planning and Management committee to the final review and approval by the Technical Plenary.

13.1.4.6 Stage 18. Submission of Final Candidate for Approval

Following the submission of the final candidate item material and the test report to the Technical Plenary the material SHALL be made available for review and approval using the OMA approval process defined in section 11.

13.1.4.7 Stage 19. Approving the Candidate as an Approved Specification

A candidate item which has been subject to the public review and interoperability validation process and has addressed all comments and resolved all problems SHALL be approved by the Technical Plenary unless either a substantial objection is received from a member or any working group. If there is an objection the Technical Plenary SHALL work to resolve the dissenting response. The Technical Plenary MAY make a request to the IOP group or Technical Working group to reconsider aspects of the interoperability validation or candidate item or the Technical Plenary MAY request one or more OMA working groups for additional clarification or opinion before making the decision, or the Technical Plenary MAY resolve any objections directly.

Where the item being approved is an Enabler Release, it is expected that the associated Enabler Validation Plan (EVP) will be approved concurrently as the associated validation activities will be complete. As the Enabler Test Specification(s) (ETS) associated with the enabler may be subject to subsequent maintenance in support of continuing test activities, it is also

expected that the associated ETS would continue in Candidate state until such time as no further support for the tests is expected to be provided.

If the dissenting opinion cannot be resolved by the Technical Plenary then the Technical Plenary MAY vote on the approval of the release package. Appeal to the Board of Directors is available in situations where the objector believes due process has not been followed as defined in section 11.4.

13.1.4.8 Stage 20. Post Technical Plenary Approval Process

The post Technical Plenary approval processes consist of Board Approval by the Board of Directors of the work of OMA and maintenance.

Maintenance of the OMA specifications SHALL use the processes defined in section 13.5.

When an approved release package is subject to new or revised conditions (e.g. change in OMA policy affecting the approved release package) that require visibility or impact its usability, the Technical Plenary SHALL be notified of these conditions so that it may be able to perform any needed actions.

13.1.4.9 Stage 20.1. Board Approval of the Approved Specification

After the Technical Plenary has approved a release package or been notified of a condition change to an approved release package, it MUST, per the articles of association, present the approved item to the Board of Directors for Board Approval. If any process concerns had been raised for the approved item, they must be resolved before the action by the Board is completed. Once the approved item receives its Board Approval, formal publication of the approved specification, with any needed indication of its new status, may occur.

13.1.4.10 Stage 20.2. Maintenance of Release Package

After a release package is fully approved and publicly released, it may need to be revised. If the maintenance results in a change to the approved release package, it will result in a new version for the release package. Minor changes which are primarily corrective to an existing release may result in a service indication update in which case the subsequent approval steps may be abbreviated (see section 13.4)

Maintenance work, as with all other technical work activities, MUST be performed under the auspices of a Work Item which has been approved by the Technical Plenary. Such Work Items may be supporting work in a release sequence and permits maintenance of the releases in that sequence. Alternatively, the work may be supported by a maintenance Work Item opened specifically to handle maintenance.

13.1.4.11 Stage 21. Actions at Completion of Work Item

When all of the work contemplated by a Work Item has been accomplished, the Work Item SHOULD be closed. This will signal the end of all such activities and permit the work programme to reflect the correct status of the associated work activities.

Work Items SHALL be closed by agreement in Technical Plenary.

In general, work items should not be closed while they are supporting maintenance activities on releases developed under those work items. Such closure can be considered if a subsequent work item has been opened for a subsequent release and includes provisions for the maintenance of earlier releases.

Closure of a Work Item does not change the ownership of release packages that were developed. Thus, if a revision is needed for a release package that does not have an open Work Item, the group that developed that release package would be the expected group to open the needed work item to perform the revision. In the event that groups are themselves closed, the ownership transfers to its parent group with ultimate responsibility vesting in the Technical Plenary.

13.1.5 Review Process

It should be noted that there is no 'Passing' or 'Failing' of a review. The review permits members to raise issues and comments regarding the work of the various groups, but it is not intended to be a gate or block to work advancing. That is the role of the Approval activities in Technical Plenary.

13.1.5.1 Preliminary Reviews

Prior to the scheduling of a formal review, one or more Preliminary Reviews (pre-reviews) MAY be held. These help get views from the broader OMA membership. As informal reviews, there are no formal comment or issue capture or retention procedures to be followed. Similarly, the owning TWG need not respond with the same level of detail as handled for the formal reviews. This should be agreed among the participants.

The pre-reviews may be held by the normal hosting entity (e.g. Requirements Group for RD) or it may be structured to address particular aspects of the work (e.g. pre-review session with Security). The scope of the review may be limited (e.g. Sections 1-5). Scheduling of the pre-reviews is more ad hoc in nature and may be facilitated by normal agenda handling of the affected groups.

13.1.5.2 Scheduling of Formal Reviews

Once the material to be reviewed has achieved a degree of relative stability, a formal review is appropriate. Material that is still subject to various editing and revision operations is probably not yet ready for such a review.

The initial formal review should include an email comment period followed by some form of live meeting (e.g. teleconference or face-to-face). The scheduling activity SHOULD accommodate this basic approach.

The TWG that is producing the material to be reviewed SHALL be responsible for requesting the review from the host. Upon receipt of such a request, the host SHOULD endeavor to set a date for the review approximately 14 days but no more than 28 days from the request unless alternate arrangements are agreed (e.g. request for review at next plenary session). In setting the date, the review host SHOULD also consider the occurrences of common holidays, vacation periods, and other external factors that may affect preparation or participation in the review.

The date set for the review SHALL NOT conflict with any other reviews, and ideally SHOULD be set to avoid other competing OMA activities known to be taking place. Calendaring information, if available, SHOULD be utilized to set a date that permits a minimal impact to the membership.

Once the date for the review is set, notification of the review SHALL be carried out to permit all members to be aware of the review. This notification SHALL be delivered through the normal channels (e.g. mail list) and placed upon the OMA calendar, if such support is available. The review notification will, at minimum, identify the review type, the originating TWG, review contact person (review moderator), mail list to be utilized and the scheduled date and format for the review itself.

13.1.5.3 Availability of Material

The material to be reviewed during the scheduled review SHALL be available at least 14 days before the review. It SHALL be made available on the website to make it easy for review participants to retrieve and review. For reviews that will handle a large body of material, a longer availability period SHOULD be considered. The review host and source TWG contact will use their best judgment in this regard.

As it is very common for members to start submitting comments once material is available, it is preferable that repeated incremental changes to the review material is avoided prior to the formal review. It is important that the participants have an opportunity to prepare and if the material is being periodically changed such preparation may not be assured.

13.1.5.4 Handling of Comments

Prior to the formal review meeting members MAY submit comments and issues. The Review Contribution (RC) input document is the preferred method for such submission. Such comments and issues SHOULD be captured and retained for handling during the formal review meeting. Of course, discussion may occur as a result of such submissions and such discussion may lead to a revision of the submitted RC. Along with the comments and issues, suggested solutions or views on nature of approach to solving problem may be offered. The capture of these comments, issues and suggested solution ideas should be done simply and avoid excessive bureaucratic overhead.

The formal review occurs during the actual live review session. Comments and issues raised during the review MAY be discussed to make sure that they are understood. Such discussion may lead to an issue being recorded on the formal Review Report. Alternatively, issues may be dropped for various reasons (e.g. issue out of scope for the review, issue derived from a misunderstanding of the material, issue redundant with one previously recorded, etc.).

To be recorded in the Review Report, comments need not be agreed by the group (i.e. there is no vote on issues to be captured). Issues or comments that are out of scope for the subject being reviewed (e.g. data buffer issue in a Requirements Doc review) SHOULD be noted in the minutes but not captured in the Review Report. This would be at the discretion of the review moderator.

The comments and issues that were submitted prior to the formal review should be presented during the review. Depending on the available time or nature of the raised issues, the review moderator MAY decide to have further discussion to better frame the issue or determine its scope impact. Alternatively, if the issues are clear, the review moderator MAY, with the group's agreement, decide to transfer some or all of these issues to the formal Review Report without further discussion.

13.1.5.5 Update of Material and Review Response

Following the review, the originating TWG is responsible for generating responses to all of the issues. These responses will become part of the Review Report. The responses should address the issues presented and describe the remedy the group will undertake, if any.

In reviewing the issues and comments, the TWG may decide to make changes to the underlying document(s) being reviewed. These changes SHOULD be performed using the common change management approaches. When such changes are performed, the Review Report response should note that changes were made and provide supporting information as needed.

13.1.5.6 Follow-up Reviews

Based on the level of the comments or level of effort to resolve issues, a follow-up review MAY be needed. The format of a follow-up review may require a live session (e.g. teleconference) or, in many cases, just an email review. The review moderator SHALL make the determination of this need at the end of the formal review.

The follow-up review will normally be an abbreviated review as it will primarily examine the responses and any specification change(s) made to respond to the issues of the formal review. New issues may be raised at a follow-up review, but the moderator has discretion regarding handling of issues that come close to previously noted issues.

The review moderator will work with the submitting TWG in establishing the format of the follow-up review. In cases of email follow-up, a period of at least seven (7) days following the availability of the updated Review Report and any changed specification material should be available for the review. If a live meeting is required for the follow-up, the meeting MAY be scheduled no sooner than seven (7) days following the availability of the material.

There may be further follow-ups, but the moderator should seek closure of the reviews in a timely fashion. Issues should have responses, though they need not all be agreeable among all of the participants of the review.

13.1.5.7 Submission to Technical Plenary

The generated Review Report, with the embedded responses, SHALL be submitted to the Technical Plenary as part of the package supporting approval. Key issues, where there were still disagreements among the review participants should be noted to permit the Technical Plenary to weigh the decision of the submitting group.

13.1.6 Managing Obsolescence

The management of obsolescence is intended to ensure reviews of currency for OMA's work and to indicate when OMA no longer provides maintenance for the work. The focus for managing obsolescence is at the enabler level as several enablers may reference individual specifications.

To illustrate obsolescence. Where ongoing interests in a technical area continue over time, OMA documents (e.g. enablers or specifications) are expected to evolve which results in multiple versions (e.g. MMS V1.1, 1.2 1.3, WML V1.0, 1.1, 1.2, 2.0 etc.). As a consequence, it can be expected that at some point the oldest versions may become obsolete through replacement with later versions. In these cases, it is important to properly indicate that these specifications are not being maintained.

Management of obsolescence SHALL use two mechanisms:

- 1) clearly indicating an already released document (enabler etc) is obsoleted (e.g. by a replacement enabler)
- 2) use of the Historic state for documents.

Indicating a document as made obsolete, by another document or otherwise, SHALL in no way reduce its public availability.

The Historic state ('H' see Table 4) SHALL be used for documents that have made obsolete and for which OMA does not intend to maintain and discourages their use.

A group SHALL consider existing released documents for obsolescence after a suitable period. Such consideration may be initiated because the technical direction is no longer to be pursued and the released document has been available and current for a suitable period, or because of the number (e.g. 3) of newer major and/or minor versions (see Table 5) of the specification have been approved (full Approved state). For example, if a specification goes through V1.0 > V1.1 > V2.0 > V2.1 > V3.0, the V1.0 would be considered by the working group for handling once V2.1 approved and V1.1 would be considered once V3.0 approved.

Before a document is marked as Historic, it must be presented to the Technical Plenary for explicit handling and agreement of the change of state. This will permit OMA members utilizing the document, to indicate their desire to continue maintenance. The presentation itself will provide the reason for the document being brought forward and propose to change its state to Historic. If an OMA member expresses their continued interest in maintaining the document, then the proposal should be dropped. If there is no consensus on the proposal, the rules of technical decision making (see section 11) SHALL be utilized.

13.2 Lightweight Development Procedures

Lightweight development procedures may be used in cases where the products do not require all of the steps defined in the Work Flow. These lightweight development procedures are normally associated with Reference Releases which do not require the validation activities such as stand-alone White Papers and Data Definition Specifications.

By removing the unneeded steps, the resultant work flow better addresses the relevant steps for these products and avoids wasteful or time consuming steps that do not add value or quality. The determination that a release qualifies for lightweight procedures is done in conjunction with the Release Planning and Management Committee.

Products like White Papers and Data Definition Specifications may be included as a component of either an Enabler Release or a Reference Release. The development efforts for the Reference Releases including stand-alone White Paper or Data Definition Specification are based on a lightweight form of the procedures described in section 13.1. When these same items are included in an Enabler Release, they would be developed using the normal procedures.

Note that the intention to develop products like stand-alone White Papers and Data Definition Specifications would be included in the expected deliverables listed on the Work Item. The lightweight procedures would be selected parts of the Release Package Development Phase of the OMA Process Flow. The products would still be subject to review and would be included in the Release Package when it goes for TP and Board Approvals (Candidate and Final Approval).

An example of the procedures for stand-alone products like a White Paper or Data Definition Specification is as follows:

- 1) The scope of the intended product would be covered in the Work Item which is approved by the Technical Plenary (Work Item Definition phase – section 13.1.1)
- 2) The Work Item is assigned to an existing group whose charter has adequate scope to produce the product, or by the Technical Plenary itself. (Assignment to Working Group phase – section 13.1.2)
- 3) The product is produced by the assigned group. That group will decide when they think the release package is complete.
- 4) The draft release package will undergo a formal review. If part of an Enabler Release, it may be reviewed separately or as part of the Consistency Review.
- 5) After all review items have been resolved, the release package is submitted to the Technical Plenary for review and approval to become a Candidate. If approved by TP, the BoD is presented the release package, for Board Approval before it can be released as a Candidate OMA release item.
- 6) The release package does not go through Testing or Validation but does go through Public Review (stage 14) while it is Candidate.

- 7) Following Public Review and resolution to any problems identified, the release package may be presented to TP for final approval. If approved, the BoD is presented the Release Package for Board Approval before it can be released as an Approved OMA release item.

13.3 Handling of Organizational Documents

Though not the same type of product as Specifications and White Papers, the OMA organizational documents, comprised of processes, procedures and guidelines, need to be developed in a transparent way and reach an appropriate level of approval before being put to use. The development and approval approaches are similar to those utilized for the technical products.

There are various forms and presentation approaches that organizational documents may take. In general, process documents will be formatted in spec-style formal documents. Procedure documents may be prepared for presentation as web pages using a browser and/or as formatted documents which would normally be opened using a word processing application. Guidelines will be developed in a format consistent with the form of the material the guidance is being directed.

Organizational documents are developed in a fashion similar to technical documents. This includes having an editor for such documents and agreement of an early draft which will then be used as the initial permanent document revision. Change Management process would then be used to propose revisions.

Groups developing organizational documents need to make sure that the material is in alignment and consistent with other process and procedures. Where a proposed change to a process or procedure would affect such alignment or consistency, the group should either:

- Further revise their material to bring it back into alignment and keep it consistent with the other documents
- Seek changes in the other process or procedure documents so as to resolve the alignment or consistency issue

After a group feels that their draft process or procedure document is complete, a review **SHALL** be held to permit the broader membership to comment on the material. The review will be handled as described in section 13.1.5.

Comments received in the review will be considered and responses addressing the actions taken to resolve the issues **SHALL** be documented in a review report.

Organizational documents **MUST** be approved by the TP. Such approval takes the draft document to the Approved ('A') state as there is no Candidate period for such documents.

Following approval, process and procedure documents will be made accessible in a readily usable format.

13.4 Generation of Permanent Documents

The following process shall be followed to generate a Permanent Document (PD) while it has draft status. It is intended that this process be applied to permanent documents that will eventually be published as OMA deliverables (e.g. technical specifications and white papers) rather than permanent documents used for organisational purposes within OMA (e.g. WIDs and WISPRs).

- 1) The assigned editor for the PD shall submit an Input Contribution that proposes the first draft of the document. Once agreed by the group, this becomes the first version of the PD. The content of the first draft of the document **SHALL** be agreed by the group:
 - The group **MAY** decide to start with nothing included other than the document template
 - The group **MAY** decide to start with a proposed table of contents
 - The group **MAY** decide to start with some preliminary text included.

From the initial version of the PD onwards, only text agreed by the group shall be included in the PD, although, while the PD is in draft state, the text is still subject to ongoing discussion (i.e. the inclusion of text in a draft version of the PD doesn't represent final approval of that text).

- 2) Members submit CRs to the latest agreed clean version of the PD, available on the portal. A CR shall include the actual passages from the latest agreed clean version of the PD that are proposed to be changed in the PD, and use revision marks to propose modifications to the current text.
- 3) The group discusses and MAY agree the submitted CRs.
 - Where multiple CRs affect the same paragraph it may be necessary to perform editing on a screen in a meeting. In this case one of the CRs SHALL be used as a baseline and updated with the material from other CRs – then this CR SHALL be uploaded as a revision or a new document to provide a record of the changes agreed.
 - Clerical changes to a PD MAY be reported in a CR or in other ways (by electronic means, such as e-mail or verbally), however justification for the clerical change SHALL also be provided to the group and these SHALL be captured in meeting minutes.
 - Clerical changes to a CR for a PD MAY be agreed by the group verbally in a conference call or during a face-to-face meeting, and these SHALL be captured in the meeting minutes.
 - Substantive changes to a CR for a PD will typically require the author to update and resubmit the CR before deciding upon it. In some cases the group MAY agree changes to the CR verbally or on-screen in a meeting and hereby agreeing such a changed CR but following the agreement the revised version of the CR showing the changes agreed SHALL be uploaded.
- 4) Once new material has been agreed by the group, the editor SHALL then incorporate the agreed material from CRs (including in some cases clerical changes agreed) into the next version of the Permanent Document. This means for example that draft PDs SHALL NOT contain text which is still to be agreed by the group. The editor SHALL also update the change history table in the PD to indicate which CRs and other changes, including any clerical changes as described in step 3), have been included in the new version of the PD.
- 5) After preparing the next proposed version of the Permanent Document, the editor SHALL make available both a change barred version of the PD (showing only the changes since the previous version), and a clean version (no revision marks) of the PD. The frequency of making available a new version of the Permanent Document can be decided by the group.
- 6) The group shall then be given a short period (e.g. one week) to confirm the changes, and if corrections are needed then an updated revision shall be made available.
- 7) The process repeats from step 2), until such time as the PD reaches candidate or approved status, whereupon the process defined in section “Document Change Management” shall apply.

13.5 Document Change Management

This section describes the change management process to be followed for modification of permanent documents.

13.5.1 Classes of Changes

Changes to permanent documents can be classified as belonging to one of the following categories:

- Class 0: New Functionality – introduces new functionality to the material in the document. Such functionality may break compatibility with previous versions.
- Class 1: Major Change – introduces significant changes or amendments to the behavior, form, fit or functionality to the existing material in the document. Such changes may break backward compatibility with previous versions.
- Class 2: Bug Fixes - corrects technical issues related to a permanent document that SHALL NOT include significant changes or amendments to the behavior, form, fit, or functionality.
- Class 3: Clerical Corrections - corrects spelling errors, typographical errors and other minor clerical errors in the permanent document that have no normative affect on the document.

Class 0 and 1 updates to an Approved document (i.e. state 'A') would lead to a draft with an updated major or minor version number. Class 2 and 3 updates to an Approved document would also lead to a draft with an updated version number. In this latter case, the updated version could be a service indicator update if it is part of a cleanup to the release or could be a major/minor update if part of a broader revision.

Requests for class 0-2 changes to a permanent document SHALL be handled by the use of a Change Request (CR) that is to be submitted to the group that owns the permanent document. Requested class 3 changes MAY be documented in a CR, but MAY also be reported to the group in other ways (by electronic means, such as e-mail or verbally). See section 13.5.4 for further information about handling of class 3 changes.

13.5.2 Contents of a Change Request

A CR should contain the following information:

- Submitting companies (if applicable)
- Editor of the Change Request with complete contact information
- The class of change, as outlined in section 13.5.1 (if several changes are suggested, then the class number for the most significant change shall be used).
- The full name of the permanent document that the Change Request targets, including version and date
- The affected Enabler Release (if appropriate)
- An overview of the proposed change
- A first analysis of any related impacts to other documents or Work Items
- The proposed changes to the identified revision of the document.
 - the changes SHALL be suggested using revision marking, clearly showing the additions, changes and deletions
 - the changes SHALL be made against the document revision identified

13.5.3 Process for Handling of Change Requests

The CR SHALL be submitted to the Technical Working Group that owns the permanent documents or a subworking group thereof that has been assigned the responsibility of maintaining the document.

- The group SHALL consider the proposed change and agree on the classification.
- The group SHALL also further analyze whether the proposed change has an impact on related Work Items, requirements, architecture, specifications or test cases.
- The group shall then decide whether to agree or reject, the proposed change
 - the group may decide to revise the proposed change (i.e. update the CR)
 - the group SHALL communicate with any other Working Group, as appropriate, if it may be impacted by the change

13.5.4 Incorporation of Changes

After a CR has been approved as described in the previous section, the changes shall be incorporated into the permanent document. Class 3 changes requires no CR, the editor of the permanent document can do the changes directly in the document and follow the process below.

- The changes shall be indicated using revision marking, clearly showing the additions, changes and deletions
- The document history shall be updated with information about what CR that has been incorporated (if a CR exists) and contain an overview of the changes.
- The name of the permanent documents shall be updated in order to reflect that it has been changed as outlined in section 12.1 (Permanent document numbering).

Note that a permanent document may be updated with several CRs prior to that a new revision is created and published.

13.5.5 Handling of a Document with Incorporated Changes

Note: this section is only applicable for Candidate and Approved permanent documents. Permanent documents that are in Draft state require no additional handling once the CRs have been incorporated.

When a document has been updated with one or several CRs, the Working Group that owns the permanent document SHALL perform a final review of the document prior to that the document moves forward to the next step in the process.

Depending on the CR of the lowest class (e.g. when a class 1 and class 3 change have been applied the class 1 would be the lowest class) that has been incorporated into the document and the previous state of the document, the following applies:

- If at least one of the incorporated changes is a class 0 or 1 change and the document previously was in Candidate status, then this SHALL result in the demotion of the document back to Draft status. It shall thereafter go through the normal process of being approved as a Candidate by the Technical Plenary.
- If the incorporated changes only have been classified as class 2 or 3 then the Technical Plenary SHALL be informed that the changes have occurred, by the submission of a report which points to the new revision of the document. The Release Planning and Management committee SHALL be responsible for the submission of this report to the Technical Plenary and provide an overview summary of the technical changes made to the modified document(s).

Appendix A Change History

(Informative)

A.1 Approved Version History

Reference	Date	Description
OMA-Process-V1_0-20021111-A	11 Nov 2002	Version approved during the Hawaii plenary to set the baseline for ongoing process development. Ref TP Doc# OMA-TP-2002-0073R1-OpsPrsProcessDoc
OMA-Process-V1_1-20030430-A	30 Apr 2003	Version adds new material to address specification work flow and change management processes. Other material has been added to further clarify other process aspects including those for elections and group responsibilities. Ref TP Doc# OMA-TP-2003-0195-ProcDocV1_1
OMA-Process-V1_1_1-20030911-A	11 Sep 2003	Minor revision which removed the membership matrix due to concerns regarding change control – the matrix being managed by OMA BoD. TP approval in plenary – per OMA-TP-2003-0319-TPslidesBerlin_OpsPrs
OMA-Process-V1_1_2-20031028-A	28 Oct 2003	Minor revision to address items to support publication TP notice provided in OMA-TP-2003-0559-Notice_ProcDoc_OpennessRevision
OMA-ORG-Process-V1_2-20050111-A	11 Jan 2005	Revision involving updates in many areas including: document naming; document handling; workflow procedures; liaison procedures; officer roles and responsibilities. TP approval (R&A) - OMA-TP-2004-0384-INP_ProcDoc_V1_2_ForApproval
OMA-ORG-Process-V1_3-20060529-A	29 May 2006	Revision including changes in areas of group types, decision making, voting, appeals, supported document types and work flow procedures. It introduced reference releases and related procedures. TP approval in R&As (original – 10-23 May, follow-up – 25-29 May) OMA-TP-2006-0209-INP_ProcDoc_V1_3_forApproval_followup
OMA-ORG-Process-V1_4-20070615-A	15 Jun 2007	Revision updated the IOP process, Obsolescence and election thresholds. It adds support for review doc types as well as establishes ORG reviews and Data specs. TP approval in Bangkok meeting OMA-TP-2007-0215-INP_SeekingApproval_ProcDoc_V1_4

Appendix B ABNF Grammar for Document Names

The following ABNF [RFC4234] defines the document naming and numbering scheme in OMA.

```

OMA_DOCUMENT      = OMA_STR delim DOC_CLASSIFICATION
OMA_STR           = "OMA"
DOC_CLASSIFICATION = PERMANENT / INTERNAL

PERMANENT         = [AFFILIATE delim] PERM_VERS / PERM_VERS_NUM / PERM_NUM / PERM_NONVERS_NONNUM
AFFILIATE         = LITERALS           ; name of the affiliate that
                   ; was integrated into OMA, see text
PERM_VERS         = VERS_DOC           FUNC_AREA VERSION DATE_STR STATE
PERM_VERS_NUM     = VERS_NUM_DOC PERM_DOC_NUM FUNC_AREA VERSION DATE_STR STATE
PERM_NUM          = NUM_DOC           PERM_DOC_NUM FUNC_AREA           DATE_STR STATE
PERM_NONVERS_NONNUM = NONVERS_NONNUM_DOC FUNC_AREA           DATE_STR STATE

VERS_DOC          = ( "AD" /
                    "DDS" /
                    "EICS" /
                    "ERELD" /
                    "ERP" /
                    "ET_RPT" /
                    "ETR" /
                    "ETS" /
                    "EVP" /
                    "IOP_RPT" /
                    "ORG" /
                    "RD" /
                    "RRELD" /
                    "RRP" /
                    "SUP" /
                    "TS" /
                    RTYPE "RR" / ) delim
VERS_NUM_DOC      = ( "WID" ) underscore
NUM_DOC           = ( "LS" ) underscore
NONVERS_NONNUM_DOC = ( "CHARTER" /
                    "LRR" /
                    "TEMPLATE" /
                    "WP" ) delim

RTYPE             = "AD" /           ; architecture review
                  "RD" /           ; requirements review
                  "CON" /          ; consistency review
                  "ORG" /          ; ORG document review
                  "GEN" /          ; Generic report of a review

PERM_DOC_NUM      = DOC_NUMBER delim

FUNC_AREA         = LITERALS delim; no spaces or dashes in text

VERSION           = "V" MAJOR underscore MINOR [ underscore SERVICE_INDICATOR ] delim
MAJOR             = 1*digit        ; initial major version is 1
MINOR            = 1*digit        ; initial minor version is 0
SERVICE_INDICATOR = 1*digit        ; initial service indicator is 1

DATE_STR         = YYYY MM DD delim

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