

1 Subj: PWG Process for Maintenance of Standards
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5 **1. Scope and Applicability**

6 This process is for maintaining the approved standards. At the time of establishing this
7 process the approved standards included:

- 8 IETF draft Printer MIB
- 9 IPP/1.0 Model and Semantics
- 10 IPP/1.0 Encoding and Transport
- 11 PWG Job Monitoring MIB

12 Maintenance includes the approval process for clarifications and proposals for
13 registrations of type 2 enums, keywords, and attributes. Maintenance also includes
14 documenting approved clarifications and type 2 registrations, as well as type 3
15 registrations.

16 **2. Proposal Process for Clarifications and Registrations**

17 Proposals for clarifications and registrations will follow the following process:

- 18 1. Each approved standard has an appointed Maintenance Editor.
- 19 2. Anyone can propose a clarification or registration by sending the request to the
20 appropriate DL (PMP, IPP, or JMP), after consultation with that standard's
21 Maintenance Editor and after posting the proposal in the indicated sub-directories.
22 Such a proposal must include:
 - 23 a. Status of the proposal, including review deadlines and previous reviews (Last
24 Call, and request for review).
 - 25 b. A description of the problem being solved.
 - 26 c. Description of the proposed solution.
 - 27 d. The exact text to be incorporated into the standard at some future date, including
28 line numbers and page numbers (from a posted .pdf version of the standard).
- 29 3. To reduce the number of clarification proposals, it is recommended that any proposal
30 for clarification be discussed informally on the appropriate DL in order to achieve
31 some agreement that a clarification is needed, i.e., that the person didn't miss a
32 statement elsewhere in the document that is clear. On the other hand, if the document
33 is not clear to a reader, then it should be fixed.
- 34 4. It is recommended, but not required, that proposals for clarifications or registrations
35 be run by the editor for consistency of language and terminology and to be assigned
36 the next sequential number. However, the Maintenance Editor cannot be a bottleneck
37 in getting out proposals for clarifications and registrations.
- 38 5. To keep track of proposals and clarification, the proposer must copy the proposal to
39 the appropriate following sub-directories:

- 40 ftp://ftp.pwg.org/pub/pwg/ipp/proposed-clarificaions/
41 ftp://ftp.pwg.org/pub/pwg/jmp/proposed-clarificaions/
42 ftp://ftp.pwg.org/pub/pwg/ipp/proposed-clarificaions/
- 43 6. The first four characters of each file name will be "nnn-" to indicate a sequential
44 number for the proposal as assigned by the Maintenance Editor. The reason for
45 having sequential numbers is to make it easier to keep track of the status of each
46 proposal and help make sure that none fall through the cracks.
 - 47 7. All proposals must be in .doc, .pdf, and .txt formats. The .doc formats should use the
48 same MS-WORD styles as in the original source document, for ease of future
49 incorporation into the specification by the Maintenance Editor. The .doc and .pdf
50 forms should have line numbers to facilitate e-mail and telecon discussions. Updated
51 proposals should use MS-WORD revision marks to show the changes. If the
52 proposer is unable to produce the .doc and/or .pdf forms, request help from the
53 standard's Maintenance Editor before making the proposal.
 - 54 8. Reviews of clarifications and registration proposals may occur at a meeting or on the
55 DL.
 - 56 9. The proposal will undergo sufficient reviews and updates, until the consensus is that
57 it is ready for WG Last Call. Either the proposer or the Maintenance Editor will
58 perform the updates as worked out between the proposer and the Maintenance Editor.
59 Each update will keep the same number and will replace the previous version.
 - 60 10. When, in the opinion of the Maintenance Editor, there is consensus that the proposal
61 is ready for Last Call, the editor will send the proposal to the DL for a two-week WG
62 last call with a clearly stated deadline that is at least 10 working days in the future.
63 Last call review cannot happen at a meeting, in order to include all participants.
 - 64 11. If, in the opinion of the Maintenance Editor, sufficient changes need to be made, the
65 updated version will be posted for another two week Last Call. These two steps will
66 be repeated until consensus is achieved to approve the proposal or to reject altogether.
 - 67 12. If, in the opinion of the Maintenance Editor, the Last Call discussions achieve a
68 consensus of approval, the Maintenance Editor will post the approved registration or
69 clarification in the appropriate sub-directory:
70 ftp://ftp.pwg.org/pub/pwg/ipp/approved-registrations/
71 ftp://ftp.pwg.org/pub/pwg/jmp/approved-registrations/
72 ftp://ftp.pwg.org/pub/pwg/ipp/approved-registrations/
73 At the same time Maintenance Editor will delete the corresponding proposal from the
74 xxx/proposed-registrations/ or xxx/proposed-clarifications/ sub-directory. Thus the
75 proposed-xxx sub-directories only have outstanding proposals in them. Finally, the
76 Maintenance Editor will send out a mail note to the appropriate project DL indicating
77 the approval of the clarification or registration.
 - 78 13. In no more than a month after approval, the Maintenance Editor will incorporate the
79 approved clarifications and registrations into the version of the standard that the PWG
80 keeps to record all approved registrations and clarifications. Such an updated version
81 of the standard will have a new minor version of the standard, along with a Change
82 History Appendix that lists each change, including its sequential number. All such

83 revisions will be done with revision (tracking) marks turned on. The updated version
84 will be posted in .doc, -rev.pdf, .pdf, and .txt forms. MIBs will also have the .mib
85 form. The first two forms will have revision marks and the last three will not have
86 revision marks. The two .pdf files will have line numbers to facilitate discussion and
87 subsequent proposals for clarification and registration.

88 **3. Publicizing Clarification and Registrations**

89 The PWG Web page will list the status of each standard. Any that have approved
90 clarifications and/or registrations will be so indicated on the web page as well.

91 The PWG Web page will have a pointer to this maintenance process document.

92 The PWG Web page will also pointer to a separate Frequently Asked Questions (FAQ)
93 document for each standard which will contain the following questions and answers:

94 Question: What do I do if something is not clear in the standard?

95 Answer: Send your question to the xxx@pwg.org mail distribution list for the standard.
96 If not satisfied that the standard is unambiguous, you may propose a clarification. See
97 the process for proposing clarifications and registrations at:

98 <http://ftp.pwg.org/pub/pwg/general/process-for-standards-maintenance.html>

99 Question: How to I propose the registration of a type 2 attribute, an enum, and/or a
100 keyword?

101 Answer: Send your registration proposal to the xxx@pwg.org mail distribution list for
102 the standard. See the process for proposing clarifications and registrations at:

103 <http://ftp.pwg.org/pub/pwg/general/process-for-standards-maintenance.html>

104 Question: How do I find out what clarifications and registration proposal have been
105 approved?

106 Answer: Look in the following subdirectory:

107 <ftp://ftp.pwg.org/pub/pwg/xxx/approved-clarifications/>

108 <ftp://ftp.pwg.org/pub/pwg/xxx/approved-registrations/>

109 or obtain the updated version of the standard that is in:

110 <ftp://ftp.pwg.org/pub/pwg/xxx/maintained-standard/yyy.doc>

111 <ftp://ftp.pwg.org/pub/pwg/xxx/maintained-standard/yyy-rev.pdf>

112 <ftp://ftp.pwg.org/pub/pwg/xxx/maintained-standard/yyy.pdf>

113 <ftp://ftp.pwg.org/pub/pwg/xxx/maintained-standard/yyy.txt>

114 The yyy-rev.pdf contains all the approved clarifications and registrations.