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# The Printer Working Group

## PWG Policy

### Definition of the Standards Development Process



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**Version 2.0**  
**March 03, 2004**

# The Printer Working Group

## PWG Policy Definition of the Standards Development Process

**Version 2.0  
March 03, 2004**

Abstract: This document defines the standards development process that guides and controls the work of the IEEE-ISTO Printer Working Group, an organization developing open standards for the Print, Imaging, MFP and related Services industries. This document organizes the flow of standards creation from Brainstorming, Requirements gathering and Charter definition through Working Drafts, Candidate Standards and Standards. Herein are the guidelines for conducting Last Call, assuring interoperability and establishing levels of formal approval. PWG Process v2.0 builds on the original PWG Process document but has been rewritten for greater clarity. Sections relating to Intellectual Property and Confidentiality are unaltered but the overall process has been streamlined, compared to the original, and sound file naming and document versioning guidelines defined. This is a process defining document, not an industry standard.

This version of the PWG Standards Development Process is available electronically at:  
<ftp://ftp.pwg.org/pub/pwg/standards/process/pwg-process20-20040302.pdf>, .doc

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86 that support the implementation and acceptance of standards in the marketplace. The organization is affiliated with  
87 the IEEE (<http://www.ieee.org/>) and the IEEE Standards Association (<http://standards.ieee.org/>).

88 For additional information regarding the IEEE-ISTO and its industry programs visit <http://www.ieee-isto.org>.

**89 About the IEEE-ISTO PWG**

90 The Printer Working Group (or PWG) is a Program of the IEEE Industry Standards and Technology Organization  
91 (ISTO) with member organizations including printer manufacturers, print server developers, operating system  
92 providers, network operating systems providers, network connectivity vendors, and print management application  
93 developers. The group is chartered to make printers and the applications and operating systems supporting them  
94 work together better. All references to the PWG in this document implicitly mean "The Printer Working Group, a  
95 Program of the IEEE ISTO." In order to meet this objective, the PWG will document the results of their work as open  
96 standards that define print related protocols, interfaces, procedures and conventions. Printer manufacturers and  
97 vendors of printer related software will benefit from the interoperability provided by voluntary conformance to these  
98 standards.

99 In general, a PWG standard is a specification that is stable, well understood, and is technically competent, has  
100 multiple, independent and interoperable implementations with substantial operational experience, and enjoys  
101 significant public support.

102 For additional information regarding the Printer Working Group visit: <http://www.pwg.org>

**103 Contact information:**

104 PWG Web Page: <http://www.pwg.org/>  
105 PWG Mailing List: [pwg@pwg.org](mailto:pwg@pwg.org)

106 To subscribe to the PWG mailing list, send the following email:

- 107 1) send it to [majordomo@pwg.org](mailto:majordomo@pwg.org)
- 108 2) leave the subject line blank
- 109 3) put the following two lines in the message body:  
110 subscribe pwg  
111 end

112  
113 Members of the PWG and interested parties are encouraged to join the PWG Mailing List in order to participate in  
114 any discussions of clarifications or review of the PWG Process.

115

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## 168 **1 Introduction**

169 This document establishes the process that is followed as open industry standards are developed by the IEEE ISTO  
170 Printer Working Group. The Printer Working Group (or PWG) is a Program of the IEEE Industry Standards and  
171 Technology Organization (ISTO) and is an alliance among printer manufacturers, print server developers, operating  
172 system providers, network operating systems providers, network connectivity vendors, print and print management  
173 application developers chartered to make printers and the applications and operating systems supporting them work  
174 together better. All references to the PWG in this document implicitly mean “The Printer Working Group, a Program  
175 of the IEEE ISTO.” In order to meet this objective, the PWG will document the results of their work as open  
176 standards that define print related protocols, interfaces, procedures and conventions. Printer manufacturers, vendors  
177 of printer related software and the consuming public will benefit from the interoperability provided by voluntary  
178 conformance to these standards.  
179

180 A PWG standard is a specification that is stable, well understood, technically competent and has multiple,  
181 independent implementations with substantial operational experience, demonstrated interoperability and significant  
182 public support. The PWG may issue a standard as a PWG standard and/or when appropriate submit the standard to  
183 other standards organizations, such as the IETF, ISO, ITU, W3C, IEEE, or ECMA. In developing a standard, a  
184 working group of the PWG may define durable documents such as WSDL, Schema or common industry semantics  
185 that need to have well known, persistent filenames and file paths.  
186

187 This process document establishes

- 188 1. The stages, or maturity levels a standard will go through from Charter and Requirements through Drafts,  
189 Candidates and Standard to the final, Maintenance stage of an established standard.
- 190 2. Working documents naming and versioning
- 191 3. Standards naming and numbering
- 192 4. File name and path conventions for durable documents such as WSDL and schema.  
193

194 This document can be updated and a new version can be produced. As long as section 11 is not modified, the new  
195 version must be approved through the Formal Approval process described in section 8.3.1. If section 11 is modified,  
196 100% of all PWG members must approve the new document (abstentions/non-votes are not allowed).

## 197 **2 Organization of the PWG**

198 The Printer Working Group is composed of representatives from printer manufacturers, print server developers,  
199 operating system providers, network operating system providers, network connectivity vendors, and print and print  
200 management application developers. Member organizations are those companies, individuals or other groups (i.e. a  
201 university) that have agreed to participate and operate under the processes and procedures of the ISTO by-laws, the  
202 ISTO-PWG Program Participation Agreement and this document and have paid the annual assessment. Multiple  
203 individuals employed by the same company or other organization cannot join the PWG as individual members.  
204 Associates or affiliates of member organizations which are beneficially controlled or owned by said member  
205 organization with more than fifty percent (50%) of the voting stock or equity shall not be considered a separate entity  
206 and are not eligible for separate membership in the PWG. The annual assessment is set each year by the PWG  
207 itself.  
208

### 209 **2.1 PWG Officers**

210 The PWG has a Chair position responsible for organizing the overall agenda of the PWG. The PWG chair is elected  
211 in odd numbered years by a simple majority of the PWG members to a two-year term of office that begins on  
212 September 1<sup>st</sup>. Responsibilities of the PWG chair include creating working groups, appointing working group chairs,  
213 assuring that working groups maintain adequate leadership, making local arrangements for PWG meetings (this may

214 be delegated as appropriate), setting the high level PWG agenda, chairing the PWG plenary session, ensuring that  
215 the PWG web and FTP site are maintained (see section 1.1), and assisting working group chairs to accomplish their  
216 tasks. The PWG Chair must be a representative of a PWG Member Organization. The PWG Chair is an ex officio  
217 member of all working groups.  
218

219 The PWG Vice Chair is elected in odd numbered years by a simple majority of the PWG members to a two year term  
220 of office, beginning September 1<sup>st</sup>. The Vice Chair's responsibilities are to act in the absence of the chair and  
221 provide assistance to the Chair in carrying out his or her role, as required. The PWG Vice Chair must be a  
222 representative of a PWG Member Organization. The PWG Vice Chair is an ex officio member of all working groups.  
223

224 The PWG Secretary is elected in odd numbered years to a two-year term of office by a simple majority of the PWG  
225 members. It is the Secretary's responsibility to record and distribute the minutes of all PWG plenary sessions and  
226 other meetings, as required, to support the PWG chair. The PWG Secretary must be a representative of a PWG  
227 Member Organization. The PWG Secretary is responsible, in cooperation with the IEEE ISTO, for managing number  
228 blocks for standards naming and maintaining a PWG Member Organization roster including contact information and  
229 company profile information, including logo, as it pertains to representation on the PWG web site.  
230

231 The PWG Steering Committee is composed of the PWG Chair, Vice Chair, Secretary, and chairs of all active working  
232 groups. The Steering Committee shall meet upon the call of the PWG Chair or by a majority of its members to  
233 discuss matters of concern of the PWG. Where matters come to a vote in the Steering Committee, decisions are  
234 made by simple majority of the entire committee (abstentions/non-votes are counted as no votes), with one vote per  
235 person.

## 236 **2.2 Working Group Officers**

237 Under the PWG Chair are a number of working groups (WG), which are chartered for the purpose of developing a  
238 specific standard. Working groups are chartered as required to address specific areas of standardization. A working  
239 group is considered active until it satisfies its charter or is otherwise terminated by the Working Group Chair with the  
240 agreement of the Steering Committee.  
241

242 The Chair of a WG is appointed by the PWG Chair, with approval (simple majority) at a PWG plenary. The WG  
243 Chair's term is indefinite and would normally extend through the period of time during which there is active  
244 maintenance on the standard(s) developed by the working group. The Working Group Chair must be a representative  
245 of a PWG Member Organization. The working group Chair is responsible for appointing a Vice Chair and Secretary  
246 for the WG, creating the WG Charter, setting the agenda for meetings of the WG, chairing WG meetings, appointing  
247 editors for WG documents, driving the work of the WG to completion, and reporting status of the WG at PWG plenary  
248 sessions.  
249

250 The Vice Chair of a WG is appointed by the WG chair, with approval (simple majority) of the WG. The WG Vice  
251 Chair's term is indefinite. The Vice Chair acts in the absence of the Chair and assists, as appropriate, in carrying out  
252 the responsibilities of the Chair.  
253

254 A WG Secretary is appointed by the WG Chair, with approval (simple majority) of the WG. The term of office is  
255 indefinite. The responsibilities of the Secretary are to record and distribute minutes of working group meetings and to  
256 record attendance for members of that working group.

## 257 **2.3 PWG Meetings**

258 The annual face-to-face meeting schedule for the PWG is set in October of each year. As a guideline, it is common  
259 to hold face-to-face meetings every 6 to 10 weeks with phone and web based conferencing during the interim. Face-  
260 to-face meetings are to be distributed geographically to try and distribute the travel burden among members. Meeting  
261 schedule and locations are determined through a proposal / consensus process and no other specific process or  
262 guarantees are implied. Meeting location details are to be published at least 4 weeks in advance of meetings. New  
263 documents must not be introduced under any circumstances less than 1 week prior to a face-to-face as this only  
264 leads to confusion and ineffective meeting results. Decisions made at PWG administrative, business, or plenary  
265 meetings require a simple majority, 1 vote per member organization.



266  
267 Dial-up and web conference details, agenda and reference materials are to be published at least 48 hours in  
268 advance when work is being conducted via remote conferencing.  
269

270 **2.4 PWG Communications Infrastructure**

271 The PWG will maintain  
272 1. A PWG web site <http://www.pwg.org> where PWG working group information, meeting schedules and  
273 document links and other pertinent information may be found.  
274 2. A PWG ftp site <ftp://ftp.pwg.org> where PWG working drafts, standards, procedures, schema, templates and  
275 other useful and necessary documents may be accessed.  
276 3. An e-mail reflector, including archive, for each active project.  
277

278 **3 PWG Standards development and maintenance**

279 There are 3 main phases to standards development in the PWG – Charter, Development and Maintenance (Table 1).  
280 These phases are a guideline to the activities and types of documents a working group should expect to encounter.  
281 There are no specific exit criteria from these phases. Exit criteria apply to PWG Standards documents and are  
282 outlined in section 4.  
283  
284  
285  
286

287 **Table 1 - Three Phases to developing a PWG Standard**

| Phase       | Activities in this Stage  | Internal Documents  | PWG Standards Documents   |
|-------------|---|---|---|
| Charter     | Identify need<br>Brainstorm<br>Develop Charter<br>Gather Requirements   | White Papers  | Charter<br>Requirements<br>Statement<br>Preliminary Working<br>Draft                        |
| Development | Develop PWG Working Drafts<br>Prototype<br>Promote to Candidate Standard<br>Demonstrate Interoperability<br>Promote to PWG Standard | White Papers<br>Proposals<br>Developer Guides<br>Interop Test Plans | PWG Working Drafts<br>Candidate Standards<br>Supporting durables<br>such as WSDL,<br>Schema |
| Maintenance | Maintain PWG Standard   | Errata<br>Registration of new<br>keywords, enums                    | Standard<br>Supporting durables   |

288  
  
289 **4 Formal PWG standards-track process**

290 Standards development is guided, largely, by the progression of documents used to define and articulate the  
291 Standard. Formal documents consist of the Charter, a set of Requirements, Working Drafts, Candidate Standards

292 and, ultimately, the Standard, itself. Due to their highly influential nature, informative documentation of Best Practice  
293 is also treated as a formal document. Publication of these formal PWG standards-track documents requires Last Call  
294 and/or Formal Approval (vote) by the membership of the PWG as described in Section 1. The standards process  
295 may be augmented by a set of informal technical briefs and proposals reading on the standard. While helpful and  
296 encouraged, these are not treated as formal documents and do not require formal approval. Standards-track  
297 publications and the criteria for exit are defined below. Because the synchronization of Standard version, standard  
298 document maturity, document naming, support file namespace and file path names can be quite complex, provides  
299 an example of how these items are orchestrated throughout the standards process.

#### 300 **4.1 Editing Documents**

301 The Working Group Chair will appoint an editor for each standards-track document. The editor will be approved by a  
302 simple majority vote of the working group. Normally an editor will work in this capacity throughout the life cycle of the  
303 standard, although exceptions may occur. Editors are responsible for reflecting the decisions of the working group,  
304 rather than their own personal views. Ultimately, the editor has responsibility for the quality of the document, making  
305 sure that it is readable and has a coherent style, even when it has multiple authors or contributors.

#### 306 **4.2 Organizing and Naming Documents**

307 Early versions of a Working Group Charter, Requirements, whitepapers and other supporting documentation may  
308 circulate on the [pwg@pwg.org](mailto:pwg@pwg.org) e-mail reflector. Once a Working Group is formalizing their Charter and Requirements  
309 and, certainly, by the time an initial Working Draft is in progress, the Working Group will have chosen an abbreviation  
310 (usually 2 to 4 characters) which will be used to preface their document names. The Working Group can pick the  
311 abbreviation which is subject to approval by the PWG Steering Committee.  
312

#### 313 **4.3 Working Group Charter**

314 The first order of business for any working group is to create a charter that clearly describes the scope of their work.  
315 Brainstorming, fact finding, guest speakers and other enlightening activities often precede or coincide with Charter  
316 development. In addition to scope, the Charter should define milestones and schedule, including an expiration date.  
317 Extensions may be granted by the PWG Steering Committee, based on perception of progress and commitment of  
318 the working group. In some cases the working group may choose to publish their standard in affiliation with an  
319 outside standards organization such as the IETF or W3C. If this is evident, the Charter should indicate the desire for  
320 formal affiliation with another standards organization and include a liaison plan with the other organization. Charter  
321 definition, requirements gathering and outlining a preliminary Working Draft may occur simultaneously. In many  
322 cases, this is encouraged, as new information gleaned from these activities may alter perception of the Charter.  
323

324 A Working Group Charter requires Formal Approval (see Section 1).

#### 325 **4.4 Statement of Requirements**

326 Prior to completion of the first Working Draft, a clear statement of requirements for the standard to be produced is  
327 required. A requirements statement documents the best effort collection of known requirements on a particular  
328 protocol, interface, procedure or convention. The requirements statement is important as it leads to a clear, common  
329 understanding of the goals, provides a guide for developing the standard, and can be used as a final test to measure  
330 the completeness of the resulting specification. It is not necessary that the resulting standard meet every stated  
331 requirement, but the standard should be explicit about which requirements it does not meet, and why. Requirements  
332 may be updated during the development of the standard, as they become clearer. As with Charter (above),  
333 brainstorming, fact finding and associated activities frequently accompany the process of requirements gathering.  
334 Often, at the beginning of a project, the Charter, Requirements and early versions of an initial Working Draft are all  
335 undergoing simultaneous revision until a clear direction emerges and the Charter and Requirements are formally  
336 approved.  
337

338 A Working Group Statement of Requirements requires Formal Approval (see Section 1).  
339

340 **4.5 Working Draft**

341 When rough consensus has been reached on the Charter, Requirements and general approach, and there is  
 342 sufficient information to begin writing a standard, the initial Working Draft will be written. Charter and Requirements  
 343 must be formally approved prior to completion of the first Working Draft. A PWG Working Draft facilitates reaching  
 344 consensus on how to approach the PWG Standard and provides a backdrop for discussion and agreement on details  
 345 of the specification. The initial Working Draft should be reasonably complete and drives a stake in the ground as the  
 346 basis for further work on the Standard.

347  
 348 Working Drafts correspond to a specific version of the Standard they are defining. Unless the working group is  
 349 engaged in an effort to revise an existing PWG Standard, the Working Drafts are always defining PWG Standard  
 350 Version 1.0.

351  
 352 A PWG Working Draft cannot progress ahead of any given normative reference that it contains.

353  
 354 A PWG Working Draft requires Last Call, and Formal Approval to transition to PWG Candidate Standard.  
 355

356 **4.5.1 Maturity Level**

357 In the interest of providing some subjective indication of the maturity of a PWG Working Draft, a Maturity Level will  
 358 appear on the title page as:

359 Maturity: <keyword>

360  
 361 Although the maturity level will not appear on PWG Candidate Standards or PWG Standards, if a Candidate  
 362 Standard needs to be revised, any resulting PWG Working Drafts will have a maturity level indicated on their title  
 363 page.

364 **Table 2 – Maturity Level keywords**

| <i>Maturity Level keyword</i> | <i>Indicates</i>   |
|-------------------------------|--|
| Initial                       | Initial attempt to specify the standard.   |
| Interim                       | Standard in development. Significant changes to the standard expected in the future.                           |
| Prototype                     | Content of the standard is functionally complete and ready for prototyping.                                    |
| Stable                        | Standard is very close to completion. Standard is either getting ready for, is in, or has completed Last Call. |

365  
 366 Normally, the Working Drafts of a standard would progress from “Initial” to “Stable” in stages, although stages could  
 367 be skipped for small standards efforts. However, it is possible for the Working Drafts to become less mature: if a  
 368 large problem was found in a standard that was considered “Prototype”, it might have to go back to “Interim” while  
 369 that problem is solved. Note also that for all four maturity levels, multiple, consecutive Working Drafts might have the  
 370 same maturity level.

371  
 372 The current maturity level of a Working Draft will be decided upon by the working group.

373  
 374 Table 2 above should appear in the “boilerplate” of every Working Draft as a handy reference for readers to  
 375 understand the significance of the maturity level keyword on the title page.

376 **4.6 Candidate Standard**

377 When agreement has been reached among the participants about the details of a Standard, the current Working  
 378 Draft is ready to transition to a PWG Candidate Standard. A Candidate Standard should not be approved unless it is  
 379 supported by prototypes and thought to be ready for implementation. A PWG Candidate Standard forms the basis for  
 380 comments from outside of the working group and the PWG, and provides the foundation for initial product  
 381 development and interoperability testing. Implementations can comfortably proceed from a PWG Candidate

382 Standard, knowing that it will not undergo significant change as it matures to a PWG Standard. However, should  
383 changes to a Candidate Standard be necessary, these changes will be accomplished via Working Drafts that must  
384 once again go through Last Call and Formal Approval. The Working Draft will then and only then regain Candidate  
385 Standard status.

386  
387 Candidate Standards correspond to a specific version of the Standard they are defining. Unless the working group is  
388 engaged in an effort to revise an existing PWG Standard, the Candidate Standards are always defining PWG  
389 Standard Version 1.0.

390  
391 When a document becomes a Candidate Standard, it is assigned an IEEE-ISTO standard number, which it keeps  
392 forever. To indicate the standard is at Candidate Standard status, the prefix "CS" is attached to the standard  
393 number, resulting in a number such as "PWG CS 5105.2". If the Candidate Standard goes back to Working Draft  
394 status, the prefix "CS" is replaced by "WD", resulting in a number such as "PWG WD 5105.2". IEEE-ISTO standard  
395 numbers are tracked and assigned by the PWG Secretary.

396  
397 A PWG Candidate Standard cannot progress ahead of any given normative reference that it contains.

398  
399  
400 A PWG Candidate Standard requires Last Call, demonstration of Interoperability and Formal Approval to transition to  
401 PWG Standard.

402

#### 403 **4.7 Standard**

404 When a PWG Candidate Standard has passed Last Call, demonstrated interoperability and acquired Formal  
405 Approval, it is promoted to the final status of a PWG Standard. At this point, the prefix "CS" is replaced by "STD" in  
406 the IEEE-ISTO standard number and "PWG" is replaced by "IEEE-ISTO", resulting in a number such as "IEEE-ISTO  
407 STD 5105.2".

#### 408 **4.8 Extensions to standards**

409 When a document has reached the PWG Candidate Standard or PWG Standard status, documents can be written  
410 that are extensions to that standard. Such extension documents start immediately at Working Draft status and then  
411 follow all rules above for progression to Candidate Standard and Standard. Note that the extension to a Candidate  
412 Standard cannot progress to Standard before the Candidate Standard it is extending has progressed to Standard.

413  
414 It is also possible that the PWG will decide to formalize PWG extensions for any (IETF, IEEE, or other printing  
415 industry) external standard (e.g. RFC2911). As above, such extension documents start immediately at Working Draft  
416 status and then follow all rules in earlier sections above for progression to Candidate Standard and Standard.

#### 417 **4.9 Best Practices**

418 Best Practice documents, while not normative, are often heavily referenced during implementation. Because we want  
419 Best Practice to be reliable and accurate we treat these as formal Working Group documents that under go naming,  
420 Last Call and Formal Approval just like a Working Draft.

422

## 422 **5 Informal supporting PWG documents**

423 The following are considered informal, working documents that contribute to the development or clarification of a  
424 PWG Standard. As such, these documents require no Formal Approval process.

### 425 **5.1 White Papers and Technical Briefs**

426 During the standards process, PWG members are encouraged to document their proposals for various elements of a  
427 standard in a White Paper or Technical Brief. These documents provide an informal means of communicating  
428 technical proposals among PWG members. It is strongly recommended that no item be opened for discussion on the  
429 agenda of a PWG meeting without first having been documented and made available for review at least one week  
430 prior to the meeting where the paper is to be discussed. White Papers are particularly useful when two or more  
431 approaches to a standard exist and need to be debated. White Papers may be updated to reflect group consensus or  
432 individual positions on a particular topic. Since a white paper represents current thought and individual contribution,  
433 they do not require any form of approval and have no formal status. White Papers and Technical Brief are subject to  
434 change or withdrawal at any time. Other documents, such as Best Practices, Hints, Tips, Developer's Guides and  
435 FAQ fall into the same category as White Papers and Technical Briefs. These documents should be posted to the  
436 PWG FTP site and announced on the working group mailing list prior to discussion at a PWG meeting. Discussion  
437 will be most fruitful when people have taken adequate time to review the papers prior to the meeting.  
438

## 439 **6 Modifications to process**

440 To handle exceptional cases, the Steering Committee may decide that some or all of the steps in the standards  
441 process may be shortened or eliminated.

## 442 **7 Publication of PWG documents**

443 All of the PWG standards-track and supporting documents described in sections 4 and 5 must be available in either  
444 PDF or HTML format (others may be provided as well) and published on the PWG FTP site. Any document identified  
445 as PWG Charter, PWG Requirements, PWG Working Draft, PWG Candidate Standard or PWG Standard represents  
446 a formal PWG approved document, which will be published in a durable location with well-known path after achieving  
447 the appropriate Last Call and/or Formal Approval. Listed are examples of the directory structure using v1.0  
448 Standards as an example. In use, "wg" would be replaced by the abbreviation for a particular working group (ex.  
449 pmp, psi, ipp etc.). Note the prefix conventions established for these documents as reflected in the file name prefix in  
450 the examples below.

451 Charter – <ftp://ftp.pwg.org/pub/pwg/wg/charter/ch-wg10-yyyymmdd.pdf>  
452 Requirements – <ftp://ftp.pwg.org/pub/pwg/wg/charter/rq-wg10-yyyymmdd.pdf>  
453 Working Drafts – <ftp://ftp.pwg.org/pub/pwg/wg/wd/wd-wg10-yyyymmdd.pdf>  
454 Candidate Standards – <ftp://ftp.pwg.org/pub/pwg/wg/cs-wg10-yyyymmdd-510nm.pdf>  
455 Standards – <ftp://ftp.pwg.org/pub/pwg/standards/std-wg10-yyyymmdd-510nm.pdf>  
456

457  
458 Standards are not published in the Working Group path. PWG Standards are given a unique number and are  
459 published in one, flat, namespace for ease of access.

460  
461 Supporting documents (see Section 5) are posted in the root Working Group path or a subdivision of that path as  
462 appropriate. Filename prefixes for common supporting documents are:

463 White Paper – wp  
464 Technical Brief – tb  
465

- 466 Developer’s Guide – dg
- 467 Best Practice – bp
- 468 Hints and Tips – ht
- 469 FAQ – faq
- 470 Last Call Review Comments - lcrc

471  
472 Internal working versions of PWG documents should be available in an agreed upon, widely available word  
473 processing format, to provide for collaboration between document editors and contributors. For example, Microsoft  
474 WORD and HTML are common revisable formats in use, today.

475  
476 When documents are posted to the PWG FTP site, a notice should also be posted to the Working Group mailing list.  
477 It is recommended that Working Groups provide a web site where information about their activities is provided. The  
478 Web site should provide links to current, relevant documents.

479 **7.1 FTP site procedures**

480 below illustrates both the filename and the location on the PWG FTP site to be used for every version of a  
481 document. Because it is not always straightforward for a reader to find the latest version of a document, an  
482 additional directory will be created on the FTP site for each working group, and the latest version of all documents  
483 will be located there, with a durable URL. To go along with the example used in , the durable URL would be:  
484 <ftp://ftp.pwg.org/pub/pwg/xyz/xyz10-latest.doc>

485 Therefore, for every row in , the new version of the document would be stored with the filename and location shown  
486 in the table, *and also* would be stored with the filename and location of the durable URL.

487  
488 An additional procedure to be followed on the FTP site is that in both the ‘ftp://ftp.pwg.org/pub/pwg/candidates’ and  
489 ‘ftp://ftp.pwg.org/pub/pwg/standards’ directories, an index file (index.txt) will be added that lists all standards  
490 contained in the directory. Due to the fact that the files that correspond to published Candidate Standards and  
491 Standards will remain in these directories forever, the index file will list the current status of each standard, so that  
492 readers can realize at least the following:

- 493 • A Candidate Standard has been modified and is currently being worked on as a Working Draft.
- 494 • A Candidate Standard has transitioned to Standard.

495 A new version of a Standard is currently being worked on (e.g. version 1.0 of the Standard is in the FTP directory, but  
496 version 1.1 is currently being worked on).

497  
498 Issue-1a: Should we create a new directory <ftp://ftp.pwg.org/pub/pwg/final> that would contain specifications that have  
499 reached the “Standard” level in the PWG? The “final” directory would contain the complete, long file name of the  
500 “Standard” level document. All documents that are at the “candidate” level will still go into the “candidates” directory.  
501 The “standards” directory will also be maintained with an exact copy of the latest, most advanced, official, version of  
502 the document using the short name of the document.

| Directory:  | File name:                   |
|---|------------------------------|
| <a href="ftp://ftp.pwg.org/pub/pwg/standards">ftp://ftp.pwg.org/pub/pwg/standards</a>   | pwg510nm.doc                 |
| <a href="ftp://ftp.pwg.org/pub/pwg/final">ftp://ftp.pwg.org/pub/pwg/final</a>           | std-xyz10-20030820-510nm.doc |
| <a href="ftp://ftp.pwg.org/pub/pwg/candidtate">ftp://ftp.pwg.org/pub/pwg/candidtate</a> | cs-xyz10-20030620-510nm.doc  |

508  
509 Issue-1b: Alternatively we could create a “grandfather” directory that contains exact  
510 copies of all the documents in “standards” that are there as a result of some previous  
511 process (and NOT create the “final” directory.

512  
513 Issue-2: Consider relocating table to durable URL and focusing PWG Process document strictly on how to publish  
514 WD, CS and S.

515

|   |                 |                          |               |                       |                                  |                      |                              |  |
|---|-----------------|--------------------------|---------------|-----------------------|----------------------------------|----------------------|------------------------------|--|
| In Filename   | X               | X                        | X             |                       |                                  | X                    |                              |  |
| In Path   |                 |                          | X             |                       | (For WSDL)                       |                      |                              |  |
| On title page   | X               | X                        |               | X                     |                                  | X                    | X                            | X  |
| <b>Publication</b>  | <b>Spec Ver</b> | <b>Spec Doc Revision</b> | <b>Status</b> | <b>Maturity Level</b> | <b>WSDL Interface File / Ver</b> | <b>PWG Num</b>       | <b>Document Filename *</b>   | <b>Document Path</b>                     |
| Working Draft   | XYZ 1.0         | 2002/01/01               | WD            | Initial               | 2002/01/01                       | N/A                  | wd-xyz10-20020101.doc        | ftp://ftp.pwg.org/pub/pwg/xyz/wd/        |
| Working Draft   | XYZ 1.0         | 2002/01/15               | WD            | Interim               | 2002/01/15                       | N/A                  | wd-xyz10-20020115.doc        | ftp://ftp.pwg.org/pub/pwg/xyz/wd/...     |
| Working Draft   | XYZ 1.0         | 2002/07/15               | WD            | Prototype             | 2002/07/15                       | N/A                  | wd-xyz10-20020715.doc        | ftp://ftp.pwg.org/pub/pwg/xyz/wd/...     |
| Working Draft - Last Call, Formal Approval                      | XYZ 1.0         | 2003/02/07               | WD            | Stable                | 2003/02/07                       | N/A                  | wd-xyz10-20030207.doc        | ftp://ftp.pwg.org/pub/pwg/xyz/wd/...     |
| Candidate Standard  | XYZ 1.0         | 2003/02/21               | CS            | N/A                   | 2003/02/07                       | PWG CS 510n.m        | cs-xyz10-20030221-510nm.doc  | ftp://ftp.pwg.org/pub/pwg/candidates/... |
| Working Draft, no interface changes                             | XYZ 1.0         | 2003/03/01               | WD            | Prototype             | 2003/02/07                       | PWG WDWD 510n.m      | wd-xyz10-20030301-510nm.doc  | ftp://ftp.pwg.org/pub/pwg/xyz/wd/...     |
| Working Draft, * interface change                               | XYZ 1.0         | 2003/03/15               | WD            | Prototype             | * 2003/03/15                     | PWG WDWD 510n.m      | wd-xyz10-20030315-510nm.doc  | ftp://ftp.pwg.org/pub/pwg/xyz/wd/...     |
| Working Draft, no interface change - Last Call, Formal Approval | XYZ 1.0         | 2003/04/15               | WD            | Stable                | 2003/03/15                       | PWG WDWD 510n.m      | wd-xyz10-20030415-510nm.doc  | ftp://ftp.pwg.org/pub/pwg/xyz/wd/...     |
| Candidate Standard – Interop Last Call, Formal Approval         | XYZ 1.0         | 2003/06/20               | CS            | N/A                   | 2003/03/15                       | PWG CS 510n.m        | cs-xyz10-20030620-510nm.doc  | ftp://ftp.pwg.org/pub/pwg/candidates/... |
| Standard  | XYZ 1.0         | 2003/08/20               | STD           | N/A                   | 2003/03/15                       | IEEE-ISTO STD 510n.m | std-xyz10-20030820-510nm.doc | ftp://ftp.pwg.org/pub/pwg/standards/...  |

516 Table 4 - Sample flow of documents including versions and naming

517

518 \* **Note:** In the filenames above, the substring “xyz10” is: [project][spec][version]. For version 1.0 of the main spec for the “xyz” project, the string  
 519 could be “xyz10” (that is, the [spec] part is left out). For all other specs created in the “xyz” project, the name would include the [spec] part; for  
 520 example, “xyzattr10” might be used if a separate document was detailing attributes for use in the “xyz” project.

521

## 522 **8 Approval**

### 523 **8.1 Last Call**

524 Last Call represents a final opportunity for issues to be raised against a document. The WG Chair announces a Last  
525 Call on a document with rough consensus of the working group. Last Calls are posted to all members of the PWG via  
526 the PWG-ANNOUNCE mailing list. A successful Last Call indicates a higher level of maturity during the development  
527 of a Standard. The Last Call period may vary, based upon the content, complexity, holidays or other circumstances,  
528 but must be at least 16 full working days (minimum 22 calendar days). A working day is a normal business day and  
529 is considered to end at 10 PM USPST (Los Angeles, CA, USA). . Every Last Call must conclude at a PWG Plenary  
530 meeting with an overview of the draft or standards document and a review of detailed issues and their resolutions. All  
531 issues raised during Last Call must be either resolved or rejected as follows:

- 532 • Resolved - Document updated to reflect the resolution
- 533 • Rejected - No change required in the document

534  
535 All issues and their resolution must be published in the Formal Approval announcement  
536

### 537 **8.2 Formal Review**

538 Last Call results must be reviewed by the PWG Steering Committee to validate that the Last Call process has been  
539 conducted properly, prior to the initialization of Formal Approval.

### 540 **8.3 Formal Approval**

#### 541 **8.3.1 Formal Approval Process**

542 Once all of the Last Call issues have been resolved or rejected, and Last Call has been reviewed by the PWG  
543 Steering Committee, the PWG Secretary must announce a vote for Formal Approval to transition the document to  
544 the next maturity level. Formal approval voting must be announced and conducted via the PWG-ANNOUNCE mailing  
545 list and the announcement must contain all issues and their resolution which occurred during Last Call . The formal  
546 approval voting period must last at least 16 full working days (minimum 22 calendar days).and may be longer at the  
547 discretion of the WG Chair. A working day is a normal business day and is considered to end at 10 PM USPST (Los  
548 Angeles, CA, USA).  
549 The PWG Secretary will administer the Formal Approval process with the assistance of the working group chair and  
550 the ISTO.

551  
552 Formal Approval requires

- 553 • Quorum defined by as minimum of 25% of active eligible members actually casting a vote
- 554 • approval by 2/3 of those casting votes (abstentions do not count) with no strong opposition
- 555 • approval by 80% of those casting votes (abstentions do not count), in the face of strong opposition

556  
557  
558 Strong opposition occurs when one or more companies formally calls for an 80% vote. It is the responsibility of the  
559 WG chair to ensure that the results of a vote are fair and representative. If a member of the PWG has an issue with a  
560 WG Chair decision, he or she can appeal that decision to the PWG Steering Committee (first) and then to the  
561 membership of the PWG at large if necessary.

562  
563 A no vote on a standards-track document requires the voter to state the reason for the no vote, and a description of  
564 the changes that would be required to the document to turn the no vote to a yes. These will be documented on the  
565 PWG-ANNOUNCE mailing list.  
566



567 Formal approval is not granted until the PWG Steering Committee reviews the process used to achieve Last Call and  
568 Vote insuring the PWG process was followed with fidelity.

### 569 **8.3.2 Formal Approval voting rights**

570 The following voting rights policy applies to all Formal Approval voting:

- 571
- 572 • A voter must be a representative of a PWG Member Organization.
- 573
- 574 • Votes are counted on an organization basis.
- 575

#### 576 **8.3.2.1 Definition of quorum**

577 For Formal Approval a quorum is necessary and is defined at 25% of eligible member companies actually casting a  
578 vote.

579

## 580 **8.4 Publishing Of Approved Document**

581 Documents that have passed Formal Approval must be edited by the PWG Secretary with the assistance of the WG  
582 chair, to update the document number, format and the final publication date. The PWG Secretary must then publish  
583 the document in the appropriate locations ([see section XXX](#)) with the appropriate file names.

584

## 585 **8.5 Approval with a Working Group**

### 586 **8.5.1 Working Group approval process**

587 For technical issues, a 2/3 majority of those casting votes (abstentions do not count) is required. A simple majority of  
588 those casting votes (abstentions do not count) is required to pass on administrative and operational issues.

### 589 **8.5.2 Working Group approval voting rights**

590 The following voting rights policy applies to all voting done within the PWG Working Groups:

- 591
- 592
- 593 • A voter must be a representative of a PWG Member Organization.
- 594
- 595 • Votes are counted on an organization basis.
- 596
- 597 • At times it may become necessary to conduct a vote on internal WG matters. If so, eligibility is determined by an  
598 organization attending two of the previous four face-to-face meetings, or two of the previous four conference  
599 calls. It is the responsibility of the Secretary to maintain the list of eligible voters.
- 600
- 601 • With a simple majority vote, the working group may confer voting rights to an individual or organization that is not  
602 otherwise eligible to vote due to lack of attendance. This is done on a case-by-case basis and is intended to  
603 address those individuals or companies who have made significant, on-going contributions to the group – but  
604 have not been able to attend the required number of meetings. In no case may a representative of a non-  
605 member company be conferred voting rights by the action of a working group.
- 606
- 607 • A Working Group Chair may declare that a sufficient quorum does not exist for voting purposes if at least 50% of  
608 potential voting members are not present during the vote.
- 609
- 610 • Voting is not a requirement for declaring rough consensus, unless specifically requested by a member with voting  
611 rights.

## 612 **8.6 Approval at a PWG Plenary**

### 613 **8.6.1 PWG Plenary approval process**

614 A simple majority of those casting votes (abstentions do not count) is required.

### 615 **8.6.2 PWG Plenary approval voting rights**

616 The following voting rights policy applies to all voting done within the PWG plenary:

617

618 • A voter must be a representative of a PWG Member Organization.

619

620 • Votes are counted on an organization basis.

621

622 • Plenary voting occurs at plenary sessions, so participation in the plenary is required for voting.

623

624 • Voting is not a requirement for declaring rough consensus, unless specifically requested by a member with voting  
625 rights.

## 626 **9 Maintenance**

627 Many PWG standards are extensible and provide the ability for additional keyword or enumerated values to be  
628 registered. When approved, these have the same status as the standard to which the feature is being added. In  
629 addition, as implementation work proceeds, clarifications may be required to guarantee interoperability. This section  
630 addresses the process to be followed for:

631 • registrations of new operations and type 2 enums, keywords, and attributes, and

632 • clarifications of the standard and any approved registrations

633 Major changes or additions to a standard are not considered maintenance, but require engagement of the PWG  
634 standards development process described above.

635

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

- 637 1. Each WG will appoint a Maintenance Editor for their PWG Standard.
- 638 2. Anyone can initiate a proposal for a clarification or registration by starting a discussion on the appropriate project  
639 mailing list.
- 640 3. After there is some agreement on the mailing list for the need of a clarification or the suitability of a registration,  
641 the proposer and the standard's Maintenance Editor work out a proposal. Such a proposal should include:
  - 642 • Status of the proposal, including previous reviews.
  - 643 • A description of the requirement being met or the problem being solved.
  - 644 • Description of the proposed solution.
  - 645 • The exact text to be incorporated into the standard at some future date.
- 646 4. To make the status of proposed registrations and clarifications clear to PWG participants and others, the  
647 Maintenance Editor will keep them in the appropriate sub-directory  
648 `ftp://ftp.pwg.org/pub/pwg/xxx/proposed-registrations`  
649 `ftp://ftp.pwg.org/pub/pwg/xxx/proposed-clarifications`  
650 where xxx is the project.
- 651 5. All proposals must be published according to section 6 of this document.
- 652 6. Reviews of proposed registrations and clarifications may occur at a meeting or on the MAILING LIST.
- 653 7. The proposal will undergo sufficient reviews and updates until, in the opinion of the WG Chair, there is rough  
654 consensus that the proposal is ready for Last Call as described in section 8.1 followed by Formal Approval as  
655 described in section 8.3.
- 656 8. If, in the opinion of the WG Chair, the Last Call discussions and Formal Approval meet the voting requirements  
657 described in section 1, the Maintenance Editor will move the approved registration or clarification to the  
658 appropriate sub-directory for each project  
659 `ftp://ftp.pwg.org/pub/pwg/xxx/approved-registrations`

660 ftp://ftp.pwg.org/pub/pwg/xxx/approved-clarifications  
 661 and announce the Formal Approval to the entire PWG via the PWG-ANNOUNCE MAILING LIST.

662 **10** Periodically, the Maintenance Editor will incorporate the approved registrations and clarifications into the version  
 663 of the standard that the PWG keeps to record all approved registrations and clarifications. Such an updated  
 664 version of the standard will have a new minor version of the standard, along with a Change History Appendix that  
 665 lists each change. **PWG Semantic Model and Schema Extensions**

666 The PWG Semantic Model and associated Schema are extensible and intended to be extended to meet the needs of  
 667 the industry. When approved, these semantic elements or values have the same status as the PWG Semantic  
 668 Model and Schema. In addition, as implementation work proceeds, clarifications may be required to guarantee  
 669 interoperability. Section 9 covers maintenance in general. This section addresses PWG Semantic Model and Schema  
 670 extension specific aspects.

671 The PWG Semantic Model and associated Schema are also vendor and site extensible (see below). These private  
 672 vendor and site extensions require no formal PWG approval process. It is recommended that vendor publish their  
 673 extensions through the PWG and petition to make them PWG endorsed extensions.  
 674 Major changes or additions to a are defined as any changes that prevent upward and downward interoperability.  
 675 Major changes require engagement of the PWG standards development process described above.

### 676 **10.1 Federation of vendor extensions (Namespace)**

677 Any vendor or site is permitted to extend the PWG Schema. Extensions are federated through the use of  
 678 namespaces. Any new semantic element or value **MUST** be qualified by the extendor's namespace. The only  
 679 exception to this are the values for elements that have a specific pattern for extensions. The exceptions are  
 680 MediaColor, MediaType, MediaSizeName, OperatingSystemName and OutputBin. Vendors are responsible for  
 681 managing their own namespace to prevent collisions. When an extension is approved by the PWG the element or  
 682 value will be in the PWG namespace.

683 The PWG's namespace for the Semantic Model Schema (i.e. <http://www.pwg.org/schemas/sm/1.0/>) is expected to  
 684 remain constant. The PWG Schema was designed as an Open Content schema. An open content schema is one  
 685 that allows instance documents to contain additional elements beyond what is declared in the schema. The PWG  
 686 Schema implements Localized Openness that allows extension at specific points. The namespace for the PWG  
 687 Schema needs to remain constant and change infrequently to foster deployment. The namespace for the PWG  
 688 Schema will only change when aq major change is required that prevents upward or downward interoperability.  
 689 To accommodate minor updates each schema file contains the *schema* element with an attribute that specifies the  
 690 version. The *version* attribute will be incremented each time a PWG approved extension is added. Note that the  
 691 namespace does not change but by examining the schema file the exact version can be determined.

### 692 **10.2 PWG Semantic Model and Schema Extension Process**

693 Proposals for extensions will follow the following process:

- 694 1. Anyone can initiate a proposal for an extension by starting a discussion on the Semantic Model mailing list.
- 695 2. After there is some agreement on the mailing list for the suitability of the extension, the proposer creates a  
 696 proposal. Such a proposal should include:
  - 697 • Status of the proposal, including previous reviews.
  - 698 • A description of the requirement being met or the problem being solved.
  - 699 • Description of the semantic element(s) or value(s).
  - 700 • The exact text to be incorporated into the PWG Semantic Model specification at some future date.
  - 701 • The exact XML Schema fragment to be included in the updated Schema
- 702 3. To make the status of proposed extensions clear to PWG participants and others, the Maintenance Editor will  
 703 keep them in the <ftp://ftp.pwg.org/pub/pwg/sm/proposed-registrations> sub-directory
- 704 4. All proposals must be published according to section 6 of this document.
- 705 5. Reviews of proposed extensions may occur at a meeting or on the MAILING LIST.

- 706 6. The proposal will undergo sufficient reviews and updates until, in the opinion of the SM Chair, there is rough  
707 consensus that the proposal is ready for Last Call as described in section 8.1 followed by Formal Approval as  
708 described in section 8.3.
- 709 7. If, in the opinion of the SM Chair, the Last Call discussions and Formal Approval meet the voting requirements  
710 described in section 1, the Maintenance Editor will move the approved extension to the  
711 <ftp://ftp.pwg.org/pub/pwg/sm/approved-registrations> sub-directory and update the appropriate schema file.  
712 The SM Chair will announce the Formal Approval and updates to the entire PWG via the PWG-ANNOUNCE  
713 MAILING LIST.
- 714 8. Periodically, the Maintenance Editor will incorporate the approved extensions, registrations and clarifications into  
715 the PWG Semantic Model Specification. Such an updated version of the standard will have a new minor version  
716 of the standard, along with a Change History Appendix that lists each change.  
717  
718

## 719 **11 Intellectual Property and Confidentiality**

### 720 **11.1 Ownership of IP rights:**

721 All patents, copyrights, or other intellectual property owned or created by any Member or member's affiliates  
722 ("hereinafter "Member or Associate") outside the PWG or its work within the PWG shall remain the property of that  
723 Member or Associate there under and shall not be affected in any way by the Member or Associate's participation in  
724 the PWG.

725  
726 The PWG may, through its activities, generate intellectual property, and license such property to the Members and/or  
727 Associates on reasonable and nondiscriminatory terms, conditions and prices; provided, however, that Members and  
728 Associates receive more favorable pricing than non-Members or non-Associates.  
729

730 All information and materials, and all copyrights thereto, contributed by Members and Associates and their  
731 representatives and incorporated into a PWG Standard and Specification (here after "the Standard") shall be owned  
732 by the contributing Member or Associate. The contributing Member or Associate shall grant PWG and its Members  
733 and Associates an irrevocable license to use, reproduce, modify, distribute and sublicense the copyrighted work(s)  
734 incorporated in the Standard on non-discriminatory basis and within reasonable terms and conditions.

735 Notwithstanding the above, any intellectual property independently created by a Member or Associate, but not  
736 incorporated into a PWG standard, should remain the exclusive property of the original owner and no mandatory  
737 license should be imposed.  
738

739 Participants in the standard setting procedure shall disclose any known patents whose use would be required for  
740 compliance with a proposed PWG standard. Prior to PWG's approval of the proposed standard, the PWG should  
741 receive a written patent statement from the patent holder as described below in section 11.3.

### 742 **11.2 Intellectual Property Procedures**

743 The PWG is not in a position to give authoritative or comprehensive information about evidence, validity or scope of  
744 patents or similar rights, but it is desirable that any available information should be disclosed. Therefore, all PWG  
745 members shall, from the outset, draw PWG's attention to any relevant patents (hereinafter defined) either their own  
746 or of other organizations including their Affiliates (hereinafter defined) that are known to the PWG members or any of  
747 their Affiliates, although PWG is unable to verify the validity of any such information.  
748

- 749 • "Relevant Patents" means any issued or registered patent, without use of which a Proposed PWG Standard  
750 cannot be practiced.
- 751 • "Proposed PWG Standard" means each proposal towards each PWG specification, which proposal is submitted  
752 to PWG after the date of acceptance of these Procedures (hereinafter the Effective Date).

- 753 • “Affiliates or Associates,” with respect to section 11.2, means any entity that as of the Effective Date directly or  
754 indirectly is controlled by the PWG member, so long as such control exists, where “Control” means beneficial  
755 ownership of more than fifty percent (50%) of the voting stock or equity in an entity.

### 756 **11.3 Patent Statement**

757 If a Proposed PWG Standard is submitted to the PWG, three different situations may arise with respect to the  
758 relevant Patents:

- 759
- 760 (1) In the event the PWG Proposed Standard is adopted to become a PWG Standard, the patent holder waives his  
761 rights under the Relevant Patents owned by him and hence, the Proposed PWG Standard is freely accessible to  
762 everybody; no particular conditions, no royalties due, etc., with respect to such Relevant Patents. The PWG  
763 Standard means any PWG specifications that are officially published by PWG after October 1, 1999.
- 764
- 765 (2) In the event a PWG Proposed Standard is adopted as a PWG Standard, the patent holder is not prepared to  
766 waive his rights under the Relevant Patents owned by him but would be willing to grant licenses to other parties  
767 on a non-discriminatory basis and on reasonable terms and conditions, provided a similar grant under the  
768 licensee's patents within the scope of the license granted to the licensee is made available. Such license grants  
769 are left to the parties concerned.
- 770
- 771 (3) In the event the Proposed Standard is adopted to become a PWG Standard, and the patent holder is not willing  
772 to comply with the provisions of either paragraph 11.3 (1) or (2), in such a case the Proposal cannot be  
773 established as a PWG Standard.
- 774
- 775 (4) Whichever option from among paragraphs 11.3 (1), (2) or (3) is chosen, any PWG member must provide a  
776 written statement to be filed on behalf of itself and its Affiliates at the PWG secretariat with respect to the  
777 Relevant Patents that are owned by the PWG member or any of its Affiliates and known to the PWG member or  
778 any of its Affiliates. This statement must not include additional provisions, conditions, or any other exclusion  
779 clauses in excess of what is provided for each case in paragraphs 11.3 (1), (2) and (3).
- 780
- 781 (5) If no Relevant Patents that are owned by the PWG member or any of its Affiliates are known to the PWG  
782 member or any of its Affiliates, an affirmative disclosure to that effect must be submitted before the end of the  
783 Patent Statement deadline in lieu of the Patent Statement. Any Relevant Patents that are owned by the PWG  
784 member or any of its Affiliates and are found after the Patent Statement deadline are automatically subject to  
785 either paragraph 11.3 (1) or (2) as described above.
- 786
- 787 (6) Format of Patent Statement/Patent Notice
- 788
- 789 (i) A Patent Statement should be submitted by all the PWG members for all Relevant Patents which are known  
790 to the PWG members and their Affiliates and are owned by the PWG members or their Affiliate, providing the  
791 following information:
- 792
- 793 1. Proposal Name
  - 794 2. Organization: The organization that holds the patent which could include administrations, universities,  
795 etc., and its contact address.
  - 796 3. Tel. No.: The contact telephone number of the organization.
  - 797 4. Fax. No.: The contact fax number of the organization.
  - 798 5. Patent Policy and Remarks: The declared patent policy of the organization in its communication to the  
799 PWG. Most often the patent policy is given as "Pat. Policy. 11.3 (2)", which would mean that the  
800 organization subscribes to paragraph 11.3 (2) of the PWG bylaws.
  - 801 6. Patent Title: The title of a patent
  - 802 7. Patent Number: The number of the patent.
  - 803 8. Patent Country: The country in which the patent has been obtained. If the patent is held in several  
804 countries, a list of those countries is given.
  - 805 9. Signature: Signature of an authorized representative of the company.

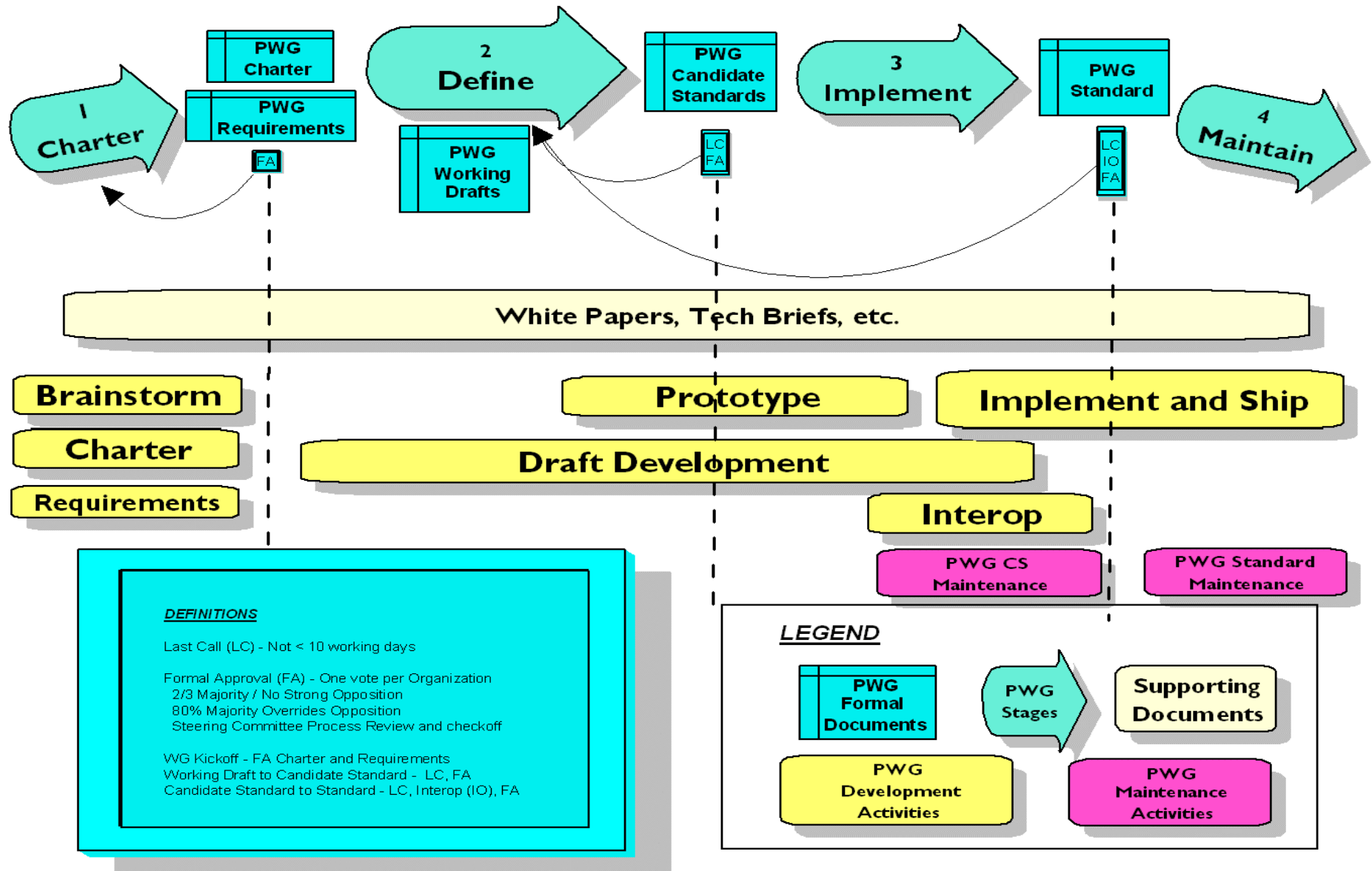
- 806  
807 (ii) Further, a Patent Notice should be submitted by all the PWG members for Relevant Patents which are  
808 known to the PWG members and their Affiliates and are not owned nor controlled by the PWG members or  
809 their Affiliate, providing the following information:  
810
- 811 1. Proposal Name
  - 812 2. Organization: The organization that holds the patent which could include administrations, universities,  
813 etc., and its contact address.
  - 814 3. Patent Title: The title of a patent
  - 815 4. Patent Number
  - 816 5. Patent Country: The country in which the patent has been obtained. If the patent is held in several  
817 countries, a list of those countries is given.
  - 818 6. Signature: Signature of a representative of the company
- 819  
820 (7) All members must submit a written patent statement according to section 11.3(6) between the proposal deadline  
821 and the commencement of voting period.

822 **11.4 Non-Confidentiality.**

823 The participation in the PWG by the Members and the Associates and their appointed representatives shall be on a  
824 non-confidential basis; however, a PWG Member may with the approval of the Steering Committee, wherein such  
825 approval shall not be unreasonably withheld, enter into written confidentiality agreements with all other PWG  
826 Members which restricts the dissemination of specified confidential information and/or materials provided by any of  
827 such Member, to Persons who are not Members or Associates.  
828

829 Subject only to valid patents and copyrights, all PWG Members and Associates shall be free to use all information  
830 received or publicly disclosed from the PWG, its Members or Associates in connection with the normal business  
831 including the processes described herein, without obligation regardless of markings including but not limited to  
832 "Proprietary" or "Confidential."  
833

834 12 PWG Process Diagram



835

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