



The Printer Working Group

May 1, 2023
PWG Policy

PWG Meetings Policy

Status: Approved

Abstract: This PWG Policy defines the types of PWG Meetings, and also describes the processes used to hold and announce PWG Meetings.

This document is available electronically at:

<https://ftp.pwg.org/pub/pwg/general/process/pwg-meetings-policy.pdf>

Table of Contents

1
2 1. Terminology..... 3
3 1.1 Conformance Terminology..... 3
4 1.2 Acronyms and Organizations..... 3
5 2. PWG Meetings 3
6 2.1 PWG Member Meetings..... 3
7 2.2 Workgroup Teleconference Meetings..... 4
8 3. Overview of Changes..... 4
9 3.1 PWG Meetings Policy 20230501 4
10 4. References 4
11 4.1 Normative References..... 4
12 5. Authors 4
13
14
15

16 **1. Terminology**

17 **1.1 Conformance Terminology**

18 Capitalized terms, such as MUST, MUST NOT, RECOMMENDED, REQUIRED, SHOULD,
19 SHOULD NOT, MAY, and OPTIONAL, have special meaning relating to conformance as
20 defined in Key words for use in RFCs to Indicate Requirement Levels [BCP14].

21 **1.2 Acronyms and Organizations**

22 *PWG*: Printer Working Group, <https://www.pwg.org/>

23 **2. PWG Meetings**

24 The PWG Process [PWG_PROCESS] delegates the definition of PWG Meetings to this
25 PWG Policy document.

26 PWG holds two kinds of PWG Meetings: PWG Member Meetings and Workgroup
27 Teleconference Meetings. Non-member guests as well as PWG Members are welcome to
28 attend any PWG Meeting.

29 Each PWG Meeting MUST begin with the host presenting the PWG Policy on Intellectual
30 Property and Confidentiality [PWG_IP_POLICY] and the PWG Antitrust Policy
31 [PWG_ANTITRUST]. The host MUST state that all attendees that continue to attend the
32 PWG Meeting tacitly agree to abide by these PWG Policies. Those that cannot abide by
33 these policies will be asked to leave of their own accord.

34 **2.1 PWG Member Meetings**

35 A PWG Member Meeting MUST include a Plenary Session, hosted by the PWG Chair, that
36 summarizes the current state of the PWG's recent activities and work in progress. A PWG
37 Member Meeting SHOULD include one or more Workgroup Sessions, hosted by the
38 Workgroup Officers. A PWG Member Meeting can span multiple days.

39 The PWG MUST hold at least one PWG Member Meeting every year. The PWG SHOULD
40 hold a PWG Member Meeting every quarter.

41 A PWG Member Meeting MUST be accessible via teleconference technology (e.g., Webex)
42 so that attendees can attend sessions virtually and take part in any discussions that occur
43 in those sessions. A PWG Member Meeting MAY also be hosted as an in-person event.

44 A PWG Officer MUST announce each upcoming PWG Member Meeting at least 7 days in
45 advance of the next all-virtual meeting. A PWG Officer MUST announce each upcoming in-
46 person PWG Member Meeting event at least 28 calendar days in advance. The
47 announcement MUST be posted as an email to the "pwg-announce@pwg.org" email mailing

48 list, and the message MUST include a link to the PWG Member Meeting's event page. The
49 event page MUST provide the event's agenda and teleconference information.

50 **2.2 Workgroup Teleconference Meetings**

51 Each PWG Workgroup schedules its Workgroup Teleconference Meetings at a suitable
52 cadence (e.g., weekly, biweekly) to make deliberate progress on the outstanding work listed
53 in the Workgroup's charter. The PWG Steering Committee provides the Workgroup with
54 teleconference resources for hosting their Workgroup Teleconference Meetings.

55 A Workgroup Officer MUST announce each upcoming Workgroup Teleconference Meeting
56 on the Workgroup's email mailing list, including its agenda and teleconference information,
57 at least 2 days in advance of the next meeting.

58 **3. Overview of Changes**

59 **3.1 PWG Meetings Policy 20230501**

60 The first release of this policy was based on the "PWG Meetings" section content from a late
61 stable draft of PWG Process 4.0 [PWG_PROCESS].

62 **4. References**

63 **4.1 Normative References**

64 [BCP14] S. Bradner, "Key words for use in RFCs to Indicate Requirement
65 Levels", RFC 2119/BCP 14, March 1997,
66 <https://datatracker.ietf.org/doc/html/bcp14>

67 [PWG_ANTITRUST] IEEE ISTO Printer Working Group, "PWG Antitrust Policy", April
68 2021, [https://ftp.pwg.org/pub/pwg/general/process/pwg-antitrust-
69 policy.pdf](https://ftp.pwg.org/pub/pwg/general/process/pwg-antitrust-policy.pdf)

70 [PWG_IP_POLICY] IEEE ISTO Printer Working Group, "The Printer Working Group Policy
71 on Intellectual Property and Confidentiality", January 2009,
72 <https://ftp.pwg.org/pub/pwg/general/process/pwg-ip-policy.pdf>

73 [PWG_PROCESS] S. Kennedy, J. Leber, I. McDonald, "PWG Process v4.0 (DRAFT)",
74 May 2023, [https://ftp.pwg.org/pub/pwg/general/wd/wd-pwg-process-4-
75 20230501.pdf](https://ftp.pwg.org/pub/pwg/general/wd/wd-pwg-process-4-20230501.pdf)

76 **5. Authors**

77 Primary authors:

78 Jeremy Leber, Lexmark
79 Smith Kennedy, HP Inc.
80 Ira McDonald, High North Inc.

81 The authors would also like to thank the following individuals for their contributions to this
82 specification:

83 Paul Tykodi, TCS
84 Alan Sukert
85 William Wagner, TIC