

WAP Work Processes

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Wireless Application Protocol Technical Activities Work Processes

Disclaimer:

This document is subject to change without notice.

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1 Introduction

This document represents the process that WAP is operating under and which will be used in the immediate future. It is considered to be a provisional process and refinements are expected as input is received from members and experience is gained. Comments on this document should be sent to wap-feedback@mail.wapforum.org.

The following document describes processes that define and organise work within the WAP Forum. These include the processes for initiating new activities, formation of groups, event organisation and specification publication.

This document covers the following WAP Forum processes:

- Contribution of input documents
- Proposal and initiation of new activities (work items)
- Working group processes

1.1 Organisation

The WAP Forum is organised into the following functional areas:

- The Board of Directors – the structure of the Board is specified in the articles of association. The Board creates working groups, approves their charter, and approves specifications for publication.
- The Specification Committee – an extension of the Board of Directors which has been chartered to perform the project management responsibilities on behalf of the Board and in support of technical activities performed by the Architecture Group and other technical working and interest groups. The Specification Committee, on behalf of the full Board manages procedural and review issues, such as recommendation of final specifications for Board approval, the document publication process and the creation of new working groups. This committee may be made up of Board members and other individuals appointed by the Board of Directors.
- Architecture Group – a Specification Working Group responsible for the overall technical architecture of the WAP Forum technology.
- Specification Working Groups – technical groups chartered to draft technical specifications.
- Expert Working Groups – technical groups chartered to investigate new areas of technology, address industry and market viewpoints and provide domain-specific knowledge not directly tied to a single specification effort.

In addition to these groups, a variety of informally structured groups may be created and special events may be held as needed. For example, workshops will address new ideas or activities and Special Interest Groups (SIGs) may be formed to explore new technical areas.

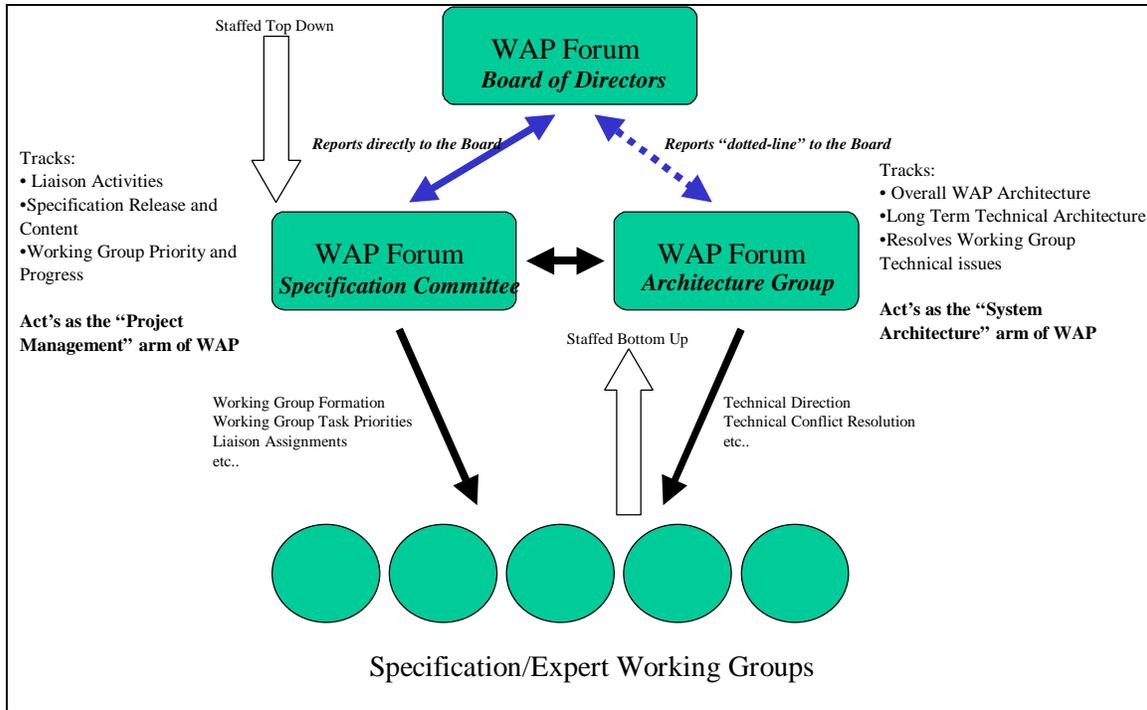


Figure 1: Overview of the WAP Organisation

1.2 Terminology

This document uses the following terminology:

- Activity – a generic term for an item of work, however informally organised, that occurs within the WAP Forum. Examples include workshops, technical research, specification drafting, email discussions, etc.
- Forum – the context within which activities occur, eg, email lists, a working group, a workshop, etc.
- Activity proposal – a proposal for an activity, ie, an item of work. Approved activities may be assigned to an existing Forum, or may result in the creation of a new Forum.
- Working group – a forum or group officially chartered by the WAP Board of Directors. A working group has a chair, explicit deliverables and is afforded assistance by the WAP Forum staff.

2 Document Status

This document is available online in the following formats:

- PDF format at <http://www.wapforum.org/>.

2.1 Copyright Notice

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2.2 Errata

Known problems associated with this document are published at <http://www.wapforum.org/>.

2.3 Comments

Comments regarding this document can be submitted to the WAP Forum in the manner published at <http://www.wapforum.org/>.

2.4 Acknowledgements

This document and the process it contains was inspired by many other successful organisations and process documents. Sources of inspiration include processes and organisational characteristics of the following exemplary organisations (in no particular order):

- The World Wide Web Consortium (W3C)
- The Internet Engineering Task Force (IETF)
- The European Telecommunication Standardisation Institute (ETSI)
- The Institute of Electrical and Electronics Engineers (IEEE)

3 Contributions

Any party may contribute to the WAP Forum processes, even if that party is not a member. Contributions take the form of *input documents*. Input documents are typically used to communicate ideas, technical critique, requirements and other information to WAP working groups. Contributions may be submitted to the WAP Forum using the process outlined on the web site or by mailing the contribution to *INPUT-PAPERS@mail.wapforum.org*.

Input documents should address the following issues:

1. Contribution topic, for example, a new area of work, new requirements, changes to an existing specification, etc.
2. Executive Summary of the contribution.
3. Contribution category:
 - Addition of a new feature
 - Description of new requirements
 - Proposed functional modification of an existing specification
 - Proposed editorial modification of an existing specification
 - Bug report
 - Other
4. Body of the contribution
5. Reasons for the contribution and a statement explaining the importance or urgency of this input
6. Any known intellectual property or legal issues surrounding this contribution

This section needs to address the legal issues surrounding contributions (from members and non-members). In particular, non-members contributions may be encumbered in some manner.

Section 5 of the WAP membership application form deals with this issue, but seems a bit ponderous to put in this document.

The URL is <<http://www.wapforum.org/apply/form.pdf>>.

4 Activities

WAP activities are any authorised and endorsed work, event or process that is carried out under the auspices of the WAP Forum. All activities require the approval of the WAP Forum Board of Directors. Example activities include:

- Adding new network bearer support to WDP
- Defining a new content format, or changing a currently defined format
- Defining new APIs, such as new WMLScript libraries
- Creating a new network protocol or extending a current WAP protocol
- Holding a workshop
- Creating a new WAP email alias

An activity can be carried out in a wide variety of forums, including informally organised groups, mailing lists for the discussion of shared interests, Expert Working Groups and Specification Working Groups (to name a few possibilities).

4.1 Activity Initiation Process

The initiation of a new activity includes the creation of an *activity proposal* that details the proposed charter, requirements and motivation for the activity. The new activity will be authorised if the proposal is accepted by the Board of Directors, based on a recommendation from the Specification Committee. If the activity proposal has repercussions on the WAP architecture, the Architecture Group will be consulted during the decision making process.

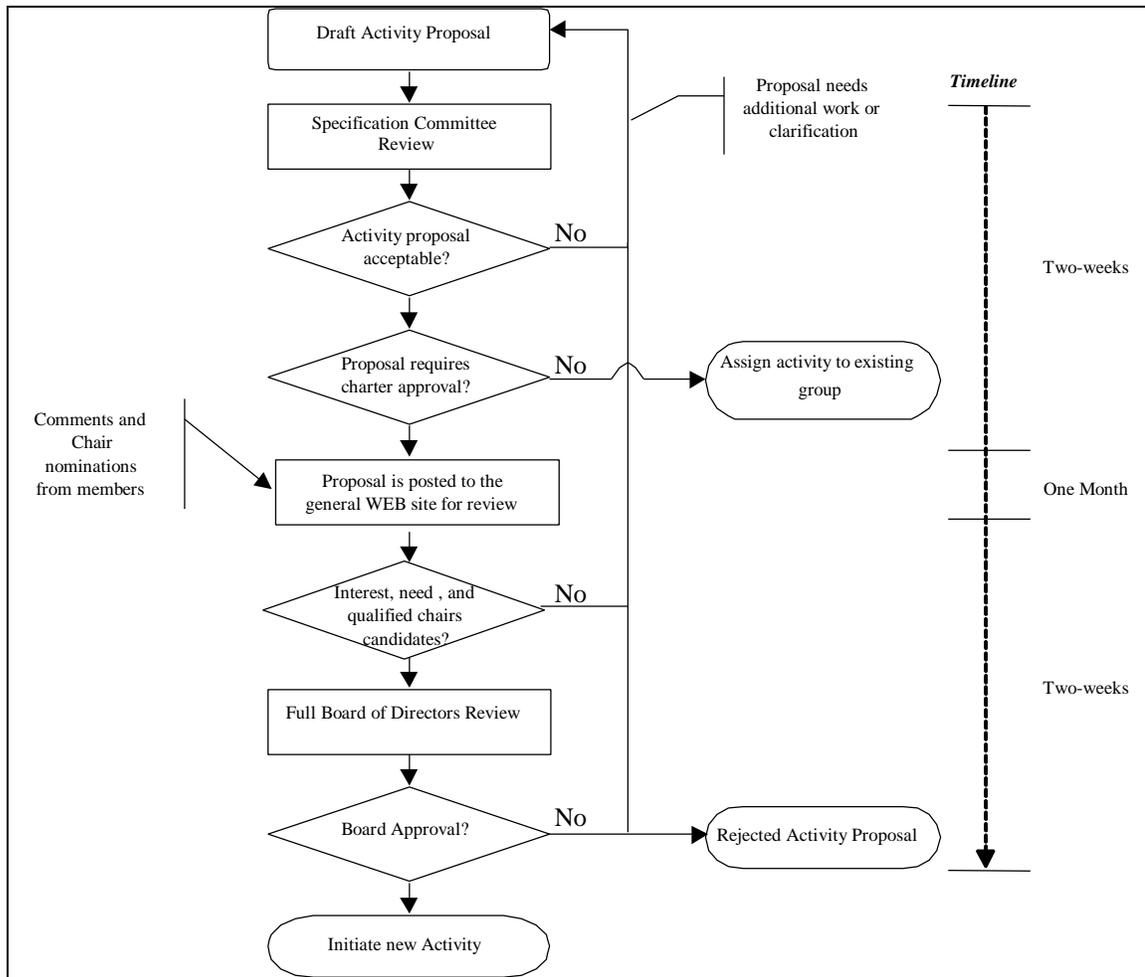
An accepted activity results in the implementation of the activity proposal. For example, the implementation may include:

- Amendments to the charter of an existing forum, eg, the extension of a working group's deliverables
- Creation of a new forum, eg, an email list for the discussion of a particular topic
- A workshop or one-time event

The Board may initiate an activity at its discretion. In general however, activity proposals are reviewed and evaluated by the Specification Committee and submitted to the Board for approval according to the following process:

1. Activity proposals may be submitted at any time, however only those received eight weeks prior to the next Board sponsored meeting will be evaluated for that upcoming meeting.
2. During the first two-weeks of this period the Specification Committee shall provide an initial review of the activity proposal to ensure the proposal is well formatted and inline with the WAP direction.
3. If the Specification Committee initially accepts the activity proposal it will be posted on a generally accessible web site (<http://www.wapforum.org/member/speccomm>) for a period of one month. This period allows the general membership to review, comment, and express interest. If the activity proposal recommends the formation of a working group, then nominations for the position of chairman shall be accepted during this period.
 - Members interested in chairing the group must submit a resume that details their qualifications for the position. Resumes are to be submitted to the Specification Committee for review.
4. Two weeks prior to the next Board sponsored meeting the review and comment period will be closed. At this time the chair nomination period will also be closed.
5. During this time the Specification Committee shall re-review the activity proposal, general membership comments, and nominations for the position of chairman.
 - If, based on interest, comments from the membership at large, and general recommendation of the activity proposal, the Specification Committee agrees that the activity should be formed, the proposal shall be forwarded to the Board for approval. If the activity requires a chairman, the Specification Committee shall select three qualified candidates for the chairman position as well. These candidates will be selected from resumes of the interested members received during the open review period and initial activity proposal submission.
6. The activity proposal, along with the list of recommendations for chairman will be forwarded to the Board for final approval.

The following diagram defines the document process of evaluating draft activity proposals by the Board of Directors:



The Specification Committee has the responsibility of reviewing all activity proposals for clarity, completeness and consistency. If an activity proposal is not sufficiently clear and complete, or the activity proposal is not consistent with the WAP architecture or charters of the existing WAP groups, the Specification Committee will return the proposal with change requests and directions to the submitters. If the charter of a pre-existing working group covers the activity proposal, the Specification Committee will assign the activity to that working group.

The Specification Committee must provide a path for the re-submission of proposals. If no such path can be provided to the submitter(s), the Specification Committee must forward the proposal to the WAP Forum Board of Directors and may optionally attach a recommendation for or against approval. If the Board of Directors rejects an activity proposal, it will not be considered further by the WAP Forum.

Once an activity has been accepted, the activity proposal information must be published on the public Web site as an activity statement. If the activity has been assigned to an existing working group, work may begin at the next meeting of the working group. If a new working group is chartered to carry out an activity, the first meeting of that group may occur, at the earliest, four weeks after the Board of Directors approves the activity proposal. The proposed meeting date must be indicated in the activity proposal.

In cases of dispute or disagreement over the Specification Committee recommendation, members may raise an objection directly to the Board of Directors. In cases of unresolved disagreement, the final decision is the responsibility of the Board of Directors.

4.2 Activity Proposals Format

The issues discussed in the activity proposal depend on the nature of the activity. The activity proposal should address the following questions as appropriate to the proposal:

1. What market requirements are addressed by the proposed activity?
 - Who or what group wants this (providers, users, etc.)? What community will benefit from this activity?
 - Who or what currently exists in the market?
 - Is the market mature/growing/developing a niche?
 - What competing technologies exist? What competing organisations exist?
2. What WAP Forum and member company resources will be consumed (technical and administrative)?
3. What is the scope of the work?
4. What are the initial timetables for the activity? Is there a window of opportunity that cannot be missed?
5. What intellectual property (for example, an implementation) must be available for licensing and is this intellectual property available for a reasonable fee and in a non-discriminatory manner?
6. How might a potential recommendation interact and overlap with pre-existing standards and standards bodies?
7. Recommendations? What organisations are likely to be affected by potential overlap?
8. Is this activity likely to fall within the dominion of an existing group? Should new groups be created? How should they be co-ordinated?
9. A recommendation/nominee for the chairman of the new group, also a resume detailing the qualifications of the nominee for the position must be attached.

The activity proposal must include the deliverables foreseen for the proposed activity. If this activity proposal involves the creation or modification of a working group charter, a provisional charter may be attached to the activity proposal.

A template for creating an activity proposal is provided in section 9.

4.3 Assignment of an Activity to an Existing Working Group

The submitters of an activity proposal may recommend that the activity be assigned to an existing working group. The Board of Directors, with a recommendation from the Specification Committee will judge whether the Group is appropriate for pursuing the work item in question. The management board must approve the activity proposal before an existing group will pursue the new work item. If it is decided that an existing group will pursue a new work item outside the scope of its existing charter, the group's charter must be amended accordingly.

5 Working Group Processes

This section should discuss any processes and procedures necessary to operate a working group. There are a few other things that need to be covered:

- Liaison statements – inter-group communication.
- Input papers – official input to a working group.
- Output papers – official documentation (output) of a working group, including decisions, minutes, etc.
- Web site stuff – what gets archived, who can access it, etc.

5.1 Working Groups

When the WAP Forum decides to pursue technical work in an activity area, it forms a Working Group to carry out this task. The Board of Directors may assign new activities to existing working groups or they may charter a new group to carry out the activity. The WAP Forum contains three types of technical working group: Expert Working Groups, Specification Working Groups and Special Interest Groups. In all cases, the Board of Directors charters a group after the successful conclusion of the activity creation process.

Expert and Specification Working Groups have a chair that is appointed by the Board of Directors. The chair is responsible for co-ordinating work within that group, and represents the group to the Board of Directors. All working groups have a well-defined charter, outlining their responsibilities, deliverables and domain of work. A template for a working group charter is included in section 11.

5.1.1 Expert Working Groups (EWG)

Expert Working Groups may be chartered to accomplish one of several goals:

- Explore areas of technology not mature enough for a Specification Working Group
- Address industry or market issues and report to Specification Working Groups
- Provide expert advice, perspective and information to Specification Working Groups

The WAP Forum Board of Directors may charter an Expert Working Group after the activity creation process is completed. An Expert Working Group has the following characteristics:

- Responsible for a particular *domain of expertise*. Examples include groups addressing specific industry segments, market requirements, telecommunication standards, energy management and other cross-functional areas.
- Communicates domain and market-specific requirements to Specification Working Groups. Work will include survey and input papers, comments and specification review for consumption by the Specification Working Groups.
- Requires active participation by all group members.
- Holds regularly scheduled meetings, with active work toward the goals and deliverables defined in the charter.
- Supported by the WAP Forum staff, eg, mailing list management, meeting co-ordination, etc.

5.1.2 Specification Working Groups (SWG)

Specification Working Groups are chartered to create one or more technical specifications. Specification Working Groups will normally be formed around a functional area, eg, protocol development. Specification Working Groups are chartered to deliver a specific set of technical specifications as defined in the group's charter.

The WAP Forum Board of Directors may charter a Specification Working Group after the activity creation process is completed. A Specification Working Group has the following characteristics:

- Responsible for drafting technical documents in a specific technical domain, eg, the development of new network bearer interfaces.
- Requires active participation by all group members.
- Regularly scheduled meetings, with active work according to the schedule and toward the goals and deliverables defined in the charter.
- Supported by the WAP Forum staff, eg, mailing list management, meeting co-ordination, etc.

5.1.3 Special Interest Group (SIG)

A SIG is an informally structured group chartered to discuss and debate technical issues in a particular domain. The WAP Forum Board of Directors may charter a Special Interest Group after the activity creation process is completed. A Special Interest Group has the following characteristics:

- Informally structured
- Charter specifies area of interest, but no specific deliverables are required to form a SIG
- Holds regularly scheduled meetings, with active discussion of the interest area
- Supported by the WAP Forum staff, eg, mailing list management, meeting co-ordination, etc.

5.2 Working Group Charter Amendments

Proposals for the modification of a working group's charter or the creation of a new working group are expected to follow a three-step process:

1. Definition – the ideas, goals, requirements and deliverables for the working group are defined and communicated to interested parties and the Board of Directors as part of the Activity Proposal.
2. Expert evaluation – the activity and charter proposal is evaluated by experts and the WAP Forum at large for its applicability to WAP, its relevance to market requirements and how it would fit into the WAP architecture and process. This review process will include the Specification Committee, the Architecture Group and any other working groups related to the proposal.
3. Authorisation – the enactment of the charter proposal as per the decision of the Board of Directors, based on a recommendation from the Specification Committee. This may result in the amendment of an existing group's charter, the creation of a new group, or the rejection of the proposal.

The charter proposal must contain a provisional charter. The charter proposal must be attached to an activity proposal outlining the proposed work and providing motivation for the activity proposal. The charter proposal may specify the threshold level of effort and resources that Members must pledge in order for the charter to be accepted.

The review of a charter proposal is part of the Activity Proposal review and will follow the same process (see section 4.1).

5.2.1 Considerations for Amending Working Group Charters

A working group charter may be amended such that details (eg, 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 Board of Directors must approve any proposal for charter amendments, and must consider whether the proposed amendment reflects the spirit of the working group's original purpose.

If the Board of Directors decides that a revised group charter no longer reflects the spirit of the original group charter (eg, it requires a substantial increase in resources, a change in scope, etc.), then the current group must either continue operating within its current charter, or must cease activity.

5.2.2 Working Group Creation

When the Board of Directors has determined that an authorised charter proposal is outside the scope of any pre-existing working group, the Board may elect to create a new working group.

5.3 Working Group Chair Selection

The Board may appoint any WAP Forum member to the position of chairman at its discretion. In general however, the Board shall appoint a chairman based on the list of nominees provided by the Specification Committee during the review of an activity proposal (reference section 4.1 Activity Initiation Process).

To ensure effect leadership and direction, the chairman of a working group should possess the appropriate technical qualifications. Specifically, the chair should have the appropriate qualifications in the area to be addressed by the working group.

To assist in the selection of qualified candidates, nominations for chairman will be open to the general membership for a period of one month. During this period it is expected that interested candidates will submit their resumes to the Specification Committee for review.

After the open nomination period has expired, the Specification Committee shall select the top three candidates and forward them to the Board (along with the activity proposal) for approval. If there are no qualified candidates the Board shall appoint a chair at its discretion, however initial consideration will be given to the recommendation included in the activity proposal.

5.4 Working Group Termination

The Board of Directors may terminate any working group:

- Groups pursuing the activity fail to meet the deliverables established in their charters.
 - This may be the result of insufficient interest or lack of need to continue the investigation in the area outlined in the charter
- There are insufficient resources to maintain the activity, according to priorities established by the Board of Directors.
- The Working Group has completed the task all tasks related to the work outlined in the charter.

5.5 Meeting Procedures

5.5.1 Meeting Attendance

The chairman of a given working group must record and acknowledge the attendance of working group members according to the template found in section 8.

5.5.2 Working Group Voting Rules

Working groups are expected to strive for consensus and should base their decisions on solid technical reasoning. When there is no reasonable means of achieving consensus, the chairman of a working group may call an administrative vote to resolve an issue. Additionally, administrative voting may be used during the specification promotion process, up to and including promotion to the Prototype specification stage. Administrative voting or Material voting (the working group chair may decide which to use) must be used for the promotion to proposed status.

Reference section 6 Voting Rules for details on the voting process.

5.5.3 Meeting Minutes

Detailed and accurate minutes of all working group meetings and events will be published in a timely manner. Meeting minutes will be made available in the members-only section of the WAP Forum web site.

5.6 Working Group Status Reports

It is the responsibility of each working group chair to publish a detailed status report of all working group activities every three months (January, April, July and October). This status report must be sent to the Specification Committee and the Architecture Group. This status report will be made available to the WAP Forum membership on the member's web site.

The status report must include information about working group activities from the previous three months:

- Progress against current milestones and schedule

- Meetings, workshops and activities held
- Documents published (include all documents, including drafts, output papers, etc.)
- Input documents or work proposals received from outside parties
- New technical initiatives launched
- Major open issues or problems

5.7 Document Lifecycle

The following describes the process and lifecycle for WAP specifications. The collection of specifications produced by WAP is collectively named the WAP Specification Suite.

The Specifications Committee manages the document lifecycle. The Specifications Committee will appoint a *specification secretary* to manage the details of the document lifecycle.

There are three classes of WAP documents:

- Specifications - documents that are part of the official WAP document lifecycle, and which specify a technical or procedural area of importance to WAP.
- Input Documents - informal documents submitted to WAP to communicate ideas, opinions or commentary. Input documents are not part of the document lifecycle, and will not become specifications.
- Other Output Documents – documents that are produced as part of the WAP process, but which are not specifications. May include white papers, "best practices" documents, process documents, etc. This document is an example of an output document.

The document lifecycle is primarily concerned with specifications.

5.7.1 Document Staging

The document lifecycle consists of five stages. Every WAP Specification will pass through at least four of these stages before being included in the WAP Specification Suite:

1. **Proposal** (Base Contribution) - an initial contribution or proposal for a technical document, or an amendment to an existing specification. Proposals have a finite lifetime, and will automatically expire if they are not acted upon. Anyone can submit a proposal, and they are expected to typically emerge from the working group processes or from the input document process.

Proposals are not part of the WAP Specification Suite. A vendor may not claim compliance with a proposal, nor should proposals be referenced by other specifications.

2. **Draft Specification** - a technical document under consideration for inclusion in the WAP Specification Suite, and under active development by a WAP Specification Working Group. Draft specifications are immature technical specifications, and will be subject to change as further development and validation occurs. Draft Specifications have a finite lifetime, and will expire if they are not acted upon.

Draft Specifications are not part of the WAP Specification Suite. A vendor may not claim compliance with a draft specification. Draft specifications may be cross-referenced by other documents as long as the reference clearly indicates the document status.

3. **Prototype Specification** – a technical document under consideration for inclusion in the WAP Specification Suite, which has reached a point where the WAP Specification Working Group feels it has reached theoretical completion, but requires public review and/or prototype implementation to validate the contents of the specification. Prototype specifications are not considered complete or stable. The Prototype specification stage is entered optionally, at the discretion of the originating Specification Working Group (or delegated sub-working group) and may be used as a method of gaining feedback, validation, implementation, and/or operational experience. Prototype Specifications have a finite lifetime, and will expire if they are not acted upon. This document stage is particularly useful for the validation of extremely complex specifications.

Prototype specifications are not part of the WAP Specification Suite. A vendor may not claim compliance with a Prototype specification. Prototype specifications may be cross-referenced by other documents as long as the reference clearly indicates the document status.

4. **Proposed Specification** - a technical document under consideration for inclusion in the WAP Specification Suite, and under active review and validation by the WAP membership. The originating Specification Working Group must consider the Proposed Specifications stable and complete. Implementation and/or operational experience are not required to designate a Proposed Specification, but such experience will weigh heavily in such designation. Proposed Specifications have a finite lifetime, and will expire if they are not acted upon.

Proposed Specifications are not part of the WAP Specification Suite. A vendor may not claim compliance with a proposed specification. Proposed Specifications may be cross-referenced by other documents as long as the reference clearly indicates the document status.

5. **Approved Specification** - an WAP-approved technical specification, which is part of the overall WAP Specification Suite. Before adoption as part of the overall WAP Specification Suite, implementation and/or operational experience must validate all specifications. A WAP Specification is considered a mature and viable technical solution to a well-defined and pressing technical or operational problem.

5.7.2 Document Review

A particular specification moves through the document lifecycle in the following manner – (reference Section 6 Voting Rules for details on the voting processes described in this section):

1. A document becomes a Proposal when it is submitted to the Specifications Committee and assigned a unique document identifier. At this time, the proposal is marked for expiration in six months after the submission date.
2. A Proposal is promoted to a Draft Specification when both the Specifications Committee and a WAP working group decide by simple majority vote to consider it for further technical work. If a Proposal is not promoted to a Draft Specification within the expiration period, it is invalid and will be removed from consideration.
3. A Draft Specification is an ongoing work-in-progress in a Specification Working Group. The Specification Editor will create multiple revisions of a Draft Specification, and it is expected that the document will undergo frequent and significant change. Each revision of a Draft Specification will be uniquely identified and made available for review by all members of the Specification Working Group. A Draft Specification may be promoted to either a Prototype Specification or Proposed Specification based on the completeness, stability, and/or complexity of the Draft Specification.
4. A Draft Specification may be promoted to a Prototype Specification when the originating WAP Specification Working Group (or delegated sub-working group) authoring the specification feels the document requires public review, feedback, validation, implementation, and/or operational experience, but does not feel the specification is stable and complete (eg ready for promotion to Proposed Specification). The originating WAP Specification Working Group (or delegated sub-group of the Specification Working Group) may promote a Draft Specification to Prototype Specification by a simple majority vote.
5. A Draft Specification (or Prototype Specification) is promoted to a Proposed Specification when the Specification Working Group authoring the specification considers the document suitable for promotion (two-thirds majority vote). If a Draft Specification (or Prototype Specification) has not been revised or promoted to Proposed Specification status within six months of its latest revision, it will expire and be removed from further consideration.
6. A specification must remain as a Proposed Specification for a minimum of 3 months. This minimum period of time is intended to ensure adequate public review, without severely impacting the timeliness of the specification.
7. Proposed Specifications requiring extensive modifications and/or enhancements may be demoted to Draft or Proposal status by the Specifications Committee (simple majority vote, reference Section 6 Voting Rules.)
8. A Proposed Specification is promoted to an Approved Specification when:
 - a) The WAP Forum membership decides to nominate the specification for inclusion in the WAP Specification Suite via a material vote (reference Section 6 Voting Rules), and

- b) The Specifications Committee issues a *Last Call* to inform WAP members of the impending action. The last call process must be at least thirty (30) days in length (from time of notification) to ensure adequate time for comments, and
 - c) The WAP Specification Working Group owning the particular specification agrees, by two-thirds majority vote, that the document is complete and ready for inclusion in the WAP Specification Suite, and
 - d) The Specifications Committee approves the new specification for inclusion in the WAP Specification Suite by a two-thirds majority vote.
9. All changes in document status and all major revisions of a document must be available to all WAP members, and announced on WAP member mailing lists.
10. Any proposed changes, additions or deletions to an Approved Specification require the creation of a new Proposal, which will be subject to the above process.

	<u>Proposal</u>	<u>Draft Specification</u>	<u>Prototype Specification¹</u>	<u>Proposed Specification</u>	<u>Approved Specification</u>
Expiration Period	6 months	6 months	6 months	N/A	N/A
Promotion Process (to next stage)	Simple majority vote of the authoring working group and the Specifications Committee	Two-thirds majority vote by authoring working group for promotion to Proposed Specification. Simple majority vote of the authoring working group (or authorised sub-working group) for promotion to Prototype Specification.	Two-thirds majority vote by authoring working group	Two-thirds majority vote by the authoring working group. And two-thirds approval via the material vote, (reference Section 6 Voting Rules).and the Specifications Committee (also, <i>last call</i> process)	N/A
Minimum Period before promotion	N/A	N/A	N/A	3 months	N/A
Demotion Process	None - simply expires	None - simply expires	None - simply expires	Specification Committee may demote to Draft, Prototype (based on the previous status of the document) or Proposal status (simple majority vote)	N/A

¹ The Prototype Specification stage is optional.

Table 1 – Document Lifecycle Summary

5.7.3 Corrigendum and Errata

WAP Forum members may submit Corrigendum and errata to the Specification Working Group responsible for the specification to be changed. The Specification Working Group is responsible for the review and approval of the change request. The Architecture Group is responsible to ensure the change request is consistent with the WAP architecture, is classified correctly, and does not adversely effect multiple specifications not reference in the change request. All corrigendum and errata must include any changes to the Static Conformance Requirements prior to approval.

Corrigendum and errata for WAP technical specifications will be published in the same manner as the base specification for the change document (see template included in section 10). For example, errata for draft specifications will be made available to all WAP Forum members. Corrigenda must follow the same approval process/lifecycle as other specifications (eg. Start as Draft, followed by Prototype, Proposed, and finally Approved status). Specifications with more than ten (10) outstanding corrigendum and/or errata must be roll-up into a new document. The resulting document will assume the status in the document life cycle as the status of the lowest document being integrated (eg. adding a Draft status corrigenda to an Approved specification results in a new Draft specification; adding a Proposed status corrigenda to a Proposed specification results in a new Proposed specification).

To facilitate effective change management, the WAP Forum uses a three tiered corrigendum and errata process. These are:

- Class 1: Major Change or market effecting change

A class 1 change adds new functionality to a specification, breaks backward compatibility, or is a major change to the specification as a result of a bug, etc.

Approval Requirements:

- 2/3 majority vote of the Specification Working Group; and,
- 2/3 majority vote of the Specification Committee or Board Approval; and,
- Registration with the Specification Committee Document Secretary.

Publish dates:

A class 1 change is published during the next scheduled releases or update of the WAP conformance document.

- Class 2: Bug Fixes

A class 2 change adds no new functionality, but does correct technical issues related to the current specification. This should not include significant changes to the form, fit, or functionality

Approval requirements:

- 2/3 majority vote by the Specification Working Group; and,
- Registration with the Specification Committee Document Secretary

Publish schedule:

A Class 2 change is published upon registration with the Specification Committee document secretary, as required by the current stage of the document in the document lifecycle

However, they are not added the conformance document until the next scheduled release.

Notes: Fixes that result in severe rework of a specification will generally not be approved - and the specification itself should be considered for demotion. If the specification cannot be demoted, and if work around exist, the work-around should be documented and included in the Class 2 change request. If no work-around exist, or the change results in major rework the change request will be promoted to Class 1 or other immediate action should be taken.

- Class 3: Clerical Corrections

A class 3 change corrects spelling errors, typographical errors, and other minor clerical errors in the specifications.

Approval requirements:

- Simple majority approval by the Specification Working Group or authorized sub-group as designated by the Specification Working Group chair; and,
- Approval by the Specification Working Group Chair; and,
- Registration with the Specification Committee Document Secretary.

Publish schedule:

Class 3 changes are made public upon registration with the Specification Committee Document Secretary as required by the current stage of the document in the document lifecycle

5.7.4 Miscellaneous Document Processes

Several additional processes will be established to manage the document lifecycle:

1. A document registry will be maintained in web site accessible to all WAP Forum members. This web site will include all proposals and specifications, as well as historical information relating to prior versions of a document.
2. All documents will be uniquely identified with their name and a version number. The version will reflect the status of the document and the date it was created. The status abbreviations are:
 - Proposal – a proposal, eg, WML-Proposal-23-Mar-1998
 - Draft – a draft specification, eg, WAP-Draft-18-Aug-1999
 - Prototype – a prototype specification, eg, WAP-Prototype-20-Feb-1998
 - PropSpec – a proposed specification, eg, WAP-PropSpec-10-Jun-1998
 - Spec – an approved specification, eg, WAP-Spec-2-Apr-1998

6 Voting Rules

The WAP Forum defines two processes for managing voting within the working groups and the WAP Forum in general. These are administrative voting and material voting. Each process is tailored for the magnitude and potential impact related to the outcome of the vote. For example, administrative voting is used primarily within working groups to as a tool for the chairs to resolve disputes, manage document promotion though the Proposed Specification status, etc. Material voting is used to ensure a formal voting process is enacted for decisions that impact the Forum as a whole, such as the promotion of a specification from Proposed to Accepted status.

Regardless of the type of vote (material or administrative) members voting privileges are as follows:

- There is one vote per company per member companies/organisations.
- Member companies/organisations that have one or more individuals in the group are considered to have *company voting privileges* (ie. one vote) in the group.

6.1 Administrative Voting

Administrative voting is primarily used within specification working groups and is generally enacted at the discretion of the chair.

Each member company present at the time of the vote will be offered the ability to cast a vote on the issue. Votes may be cast FOR, or AGAINST the issue, or the Member Company may chose to ABSTAIN A resolution is considered passed if the total number of FOR votes meets the passing criteria (i.e. simple majority or two-thirds majority as required by the process, in the case of a specification promotion, or the chair in the case of an issue resolution) of the all votes cast either FOR or AGAINST. ABSTAIN votes are not counted.

A simple majority reached when the total number of votes cast FOR an initiative is greater than or equal to 51% of the total vote's cast either FOR or AGAINST when a quorum is determined to be existing.

The selection of the voting method (secret ballot or open ballot) is at the discretion of the working group chair. And the working group chair is responsible to ensure the only eligible votes are recorded and counted. When the administrative voting process is used the chair must collect evidence of the vote outcome (eg. attendance sheets with votes shown or ballots). These will be archived for later auditing if required.

6.1.1 Applicability of Administrative Voting

Administrative voting may be used in the following cases:

- Resolution of disputes when consensus cannot be reached
- Promotion of a specification from a Proposal to Draft
- Promotion of a specification from Draft to Prototype

Administrative vote (or Material vote) MUST be used in the following cases

- Promotion of a specification from Prototype to Proposed
- Promotion of a specification from Draft to Proposed

6.1.2 Quorum:

For administrative votes quorum is determined at the discretion of the working group chair. In general, a vote will have quorum if more that 50% of the member companies present at the time of the vote submit responses.

6.1.3 Appealing an Administrative Vote

If a member feels the administrative vote was not fairly conducted or is otherwise invalid they may appeal to the decision to the Specification Committee. The Specification Committee will have thirty (30) days to respond to the appeal. The decision of the Specification Committee regarding the appeal is authoritative in the case of administrative votes. Members shall have a period of two-weeks from the time results are posted to appeal an Administrative vote.

6.2 Material Voting

Material voting is reserved for major decisions that will impact the WAP Forum list of approved specifications. Specifically the material voting process will be enacted during the *last call* process, prior to promotion of a specification to the approved status. This will ensure visibility of the specification to all members of the WAP Forum.

The Specification Committee shall post proposed specifications on the document registry website (<http://www.wapforum.org/docs/technical.htm>) for a period of thirty (30) days, after which voting will be closed. As a courtesy, all members will be notified via email when a document has been posted; however it is the responsibility of each member to ensure they regularly visit the document registry.

During the last call process each member company shall register their vote FOR, AGAINST, or ABSTAIN, and any comments regarding the document directly on the website. At the end of the thirty (30) day period all FOR and AGAINST votes will be tallied. A resolution is considered passed if the total number of FOR votes is equal to or greater than two-thirds of the all votes cast either FOR or AGAINST. ABSTAIN votes are not counted.

A simple majority reached when the total number of votes cast FOR an initiative is greater than or equal to 51% of the total vote's cast either FOR or AGAINST when a quorum is determined to be existing.

6.2.1 Applicability of Material Voting

Material voting MAY be used in the following cases:

- Promotion of a specification from Prototype to Proposed
- Promotion of a specification from Draft to Proposed

Material voting MUST be used in the following cases

- Promotion of a specification from Proposed to Accepted during the *last call* process

6.2.2 Quorum:

There is no quorum determined for material votes. All member companies not returning a vote will be count as ABSTAIN.

6.2.3 Appealing a Material Vote

Material votes may be appealed to the Specification Committee. The Specification Committee will have thirty (30) days to respond to the appeal. The decision of the Specification Committee may be appealed to the Board. The decision of the Board regarding the appeal is authoritative in the case of material votes. Members will have thirty (30) days from the time results are posted to appeal a Material vote.

7 Roles and Responsibilities

There are several well-defined roles and responsibilities defined in the WAP Forum working group processes.

7.1 Board of Directors

The Board of Directors approves:

- Creation and termination of all working groups
- Charters of working groups and the schedules for working group deliverables
- Draft specifications for review
- Publication of final WAP specifications

The Board of Directors is formed according to the processes described in the WAP Forum Articles of Association.

7.2 Specification Committee

The Specification Committee:

- Manages specification creation process for the Board, including the document lifecycle
- Manages the activity creation process for the Board
- Manages the liaison process for the Board
- Tracks unresolved, pending, and future technical and liaison work items for the Board

The Specification Committee is comprised of Board members or their appointees.

7.3 Architecture Group

The Architecture Group has the following roles and responsibilities:

- Specify the WAP technical architecture
- Provide expert technical consultation, analysis and expertise to the Board of Directors
- Provide technical consultation to the Board of Directors regarding the architectural implications of activity creation and termination
- Ensure architectural consistency of all corrigendum and/or errata

The Architecture Group is identical to a Specification Working Group except for the following three differences:

- Disputes and issues that the Architecture Group is unable to resolve must be escalated to the Board of Directors for resolution. The Board of Directors may delegate the authority to resolve the dispute to the Specification Committee
- The Architecture Group is a permanent group
- Membership and participation in the Architecture Group is restricted to individuals who are active members of another Expert or Specification Working Group. A member is active in a working group when they hold voting privileges in that working group.

7.4 Working Group Chair

The working group chair has the following roles and responsibilities:

- Manage the process and work within the working group
- Organise and conduct working group meetings and events
- Act as the working group's liaison to the Board of Directors and other working groups
- Within the working group, manage and enact all processes and procedures defined in this document

- Manage the voting process
- Ensure that the working group conforms to its Board-approved charter
- Publish detailed and accurate minutes from the working group meetings and events
- Track working group open issues and work items
- Act as the external representative of the working group
- Appoint specification editors
- Appoint sub-groups to address well-defined technical issues, specification drafting, etc.
- Publishing regular status reports of working group activity to the Specification Committee and Architecture Group

The chair is free to delegate responsibilities to working group members as they see fit. For example, it is expected that most chairs will appoint a secretary.

7.5 Specification Editor

The specification editor has the following roles and responsibilities:

- Create a specific draft specification
- Track issues and open work items with a draft specification
- Ensure that the draft specification conforms to the WAP Forum documentation format and processes
- Publish regular updates of the draft specification, reflecting working group technical decisions

The working group chair appoints specification editors.

8 Sample Meeting Attendance Form

Attendance List
WAP Architecture Group
Meeting Date: 04-May-98

Name	Company	Signature	Last Mtg. Attended	Present 75% (chair only)
Alfano, Nick	Motorola		04-May-98	
Buchholz, Dale	Motorola		11-May-98	
Hansen, Hans H.H.	Nokia		11-May-98	
King, Peter	Unwired Planet		11-May-98	
Kristensen, Espin	Ericsson		04-May-98	
Martin, Bruce	Unwired Planet		11-May-98	
Olson, Magnus	Ericsson		11-May-98	
Raivisto, Tommi	Nokia		04-May-98	

9 Activity Proposal Template

Proposal for <Activity Name>

This activity proposal template is very general purpose and may include sections not necessary for a particular activity proposal. The author of the proposal should fill out all relevant sections and should attempt to provide an accurate view of the desired activity, its scope and requirements and the expected duration. The author should feel free to add additional sections as desired.

9.1 Executive Summary

A summary of the proposed activity, including:

- Type of activity (eg, new area of technical work, workshop, working group charter change, etc.)
- Summarise the motivation for the creation of a new activity.
- Summarise the major work items this activity will address or entail.
- Summarise the deliverables and schedule for this activity.
- What is the expected life span for this activity?

9.2 Current Status within WAP

What is the status of work in this area within WAP? For example, are there other activities that are working in this area? Has WAP sponsored work in this area in the past?

9.3 Scope

Describe the scope of this proposed activity:

- Work scope and boundaries
- Does this proposed activity include prototype or implementation tasks?
- Does this proposed activity include specification tasks?
- Does this proposed activity include research and investigation tasks?
- What market and technology areas does the proposed activity address?
- What market and technical trend affect the proposed activity?

9.4 Criteria for Success

What criteria will determine the success of the proposed activity? How will these criteria be determined? What activities, organisations or people will evaluate the activity's success?

9.5 Duration

Specify the expected duration of the proposed activity. This should specify either a date or an event that will determine the conclusion of the activity.

9.6 Schedule and Deliverables

Identify the schedule for the proposed activity. Include:

- Known milestones;
- A list of deliverables; and,
- A schedule for all work.

9.7 Recommendation for Chairman

If this is a working group proposal, name a recommendation for chairman of group. Attach a resume detailing the qualifications of the person recommended for the position. In general, a chairman of a working group should demonstrate the appropriate technical qualifications in the area of focus for the group that will enable them to apply effective technical leadership and direction.

9.8 Co-ordination with other WAP Activities

Explain any overlap with other WAP activities. Describe any necessary or desired co-ordination between this proposed activity and other WAP activities.

9.9 IPR Issues

Describe any known IPR issues in the domain being addressed by this activity. For example, does the activity intend to use any technology that is not covered under the WAP licensing structure?

9.10 References

List references that may be useful to the reader of the activity proposal.

9.11 Other Background Information

List any miscellaneous information that would be useful to readers of the activity proposal. For example, if this activity proposal includes proposed charter amendments to an existing group, the provisional charter should be attached.

10 Sample Activity Proposal

Ed – this is not a real activity proposal. It is for illustrative purposes only.

Proposal for Colour Support

10.1 Executive Summary

The current generation of WAP specifications does not specify an optimised content format for colour images. There are many phones coming to market that support the display of colour images and text. Support for colour needs to be integrated into the WAP application framework.

The goal of this activity is the creation of new specifications (or specification amendments) detailing the support of colour in the WAP application platform. It is expected that this work will entail extensions to the WBMP and WML content formats.

It is proposed that this activity be added to the charter of the Application Specification Working Group (WAG).

10.2 Current Status within WAP

There is no work currently occurring inside WAP in this area.

10.3 Scope

This activity includes the following areas:

- Definition of an optimised (WBMP) format for colour images
- Extension of WML to support colour.

10.4 Criteria for Success

This activity will be a success if WAP publishes useful specifications describing how colour images and mark-up can be displayed on a WAP compliant device.

10.5 Duration

This task is expected to take no more than six months.

10.6 Schedule and Deliverables

The proposed activity includes the following milestones:

1. Identification of requirements and goals. Estimated time: 2 months.
2. Determination of colour model. Estimated time: 1 month.
3. Draft specification of WBMP and WML changes. Estimated time: 3 months.

10.7 Recommendation for Chairman

The authors of this proposal recommend Samuel Smith of Y2K Systems for the position of chairman of this group. The attached resume details the qualifications of Mr. Smith for this position.

10.8 IPR Issues

Licensing (eg, GIF) encumbers a variety of image formats and compression algorithms. It is not expected that this activity will require the use of any proprietary or encumbered intellectual property.

11 Working Group Charter Template

11.1 Description and Goal

Describe the proposed activity and its purpose.

11.2 Scope

Describe the scope of the proposed activity. What tasks are inside and outside this charter? How is the scope and boundary determined? Any technical or procedural requirements that are known should be described in this section.

11.3 Criteria for Success

What criteria will determine the success of the proposed activity? How will these criteria be determined? What activities, organisations or people will evaluate the activity's success?

11.4 Duration

Specify the expected duration of the proposed activity. This should specify either a date or an event that will determine the conclusion of the activity.

11.5 Schedule and Deliverables

Identify the schedule for the proposed activity. Include:

- Known milestones;
- A list of deliverables; and,
- A schedule for all work.

11.6 Resource Requirements

Describe the resource requirements for this proposed activity:

WAP Forum staff involvement - describe tasks and time commitment

Expected level of involvement from member companies

11.7 Overlap with External Organisations

Describe any external organisations that overlap with the work proposed by this charter. What relationship will be established with this external organisation (eg, collaboration, no interaction, etc.)?

11.8 Co-ordination with other WAP Activities

Explain any overlap with other WAP activities. Describe any necessary or desired co-ordination between this proposed activity and other WAP activities.

11.9 Meetings and Communication

Describe the meeting and communication requirements for this proposed activity. How will this activity meet and how it will communicate. Are there any unusual requirements for face-to-face meetings? Is there an electronic mail address or a web site document repository?

11.10 Membership

Define any requirements or criteria for membership in this activity. For example, expertise in a particular domain, involvement in other WAP activities, etc.

12 Sample Working Group Charter

Ed – this is not a real charter. It is for illustrative purposes only.

Wireless Applications Group (WAG)

12.1 Description and Goal

The Wireless Application Group is a WAP Forum Specification Working Group. The goal of WAG is to specify "user agent" application programming interfaces and data formats that will enable the creation of data services on wireless hand held devices, including telephones, pagers and PDAs. WAG's focus is on the creation of a network-based application model with strong architectural ties to the World Wide Web.

12.2 Scope

The WAG work includes:

- Definition and specification of an application-level architecture and supporting technology that extends and embraces the World Wide Web.
- Specification of requirements and goals for WAP application programming interfaces and content formats. Examples include WMLScript, WML, scripting libraries, image formats, telephony interfaces, etc.
- Definition and specification of user agent semantics for processing WAP content formats.
- The evolution and maturation of current WAG specifications (eg, WML 30-Apr-1998).
- Completion of in-progress draft specifications, such as WTA.

The WAG application architecture concentrates upon the delivery of content, information and value-added services to the hand-held mobile wireless device. Applications will be created by a variety of organisations, including but not limited to network operators, content and information providers, software manufacturers and telephony equipment manufacturers.

Any work related to network protocols is outside the scope of WAG.

12.3 Criteria for Success

Criteria that define the success of WAG:

- The creation of specifications enabling the delivery of multi-vendor interoperable implementations
- Specifications enabling the delivery of network-based applications to phones and other mobile devices

12.4 Duration

The next phase of WAG work will complete after the following events have transpired:

- Goals and requirements have been specified
- Design and specification work has completed

It is expected that the next phase of WAG work will require approximately 12 to 15 months to complete.

12.5 Schedule and Deliverables

The WAG schedule is not yet determined - this will occur in the initial goals and requirements phase.

Deliverables:

1. Publication of problem statements, goals and requirements for the next phase of WAG work.

2. Determination of WAG schedule
3. Draft specifications - specifications to be determined during step 1.

12.6 Resource Requirements

WAG will require the following support from WAP Forum staff:

- Meeting organisation and facilitation.
- Web site and email reflector administration.

Member companies participating in WAG should expect involvement to include:

- In-person meetings every 6-12 weeks.
- Significant time spent in design proposals, discussion and specification review.
- Specification editing
- Miscellaneous organisational tasks, such as in-meeting secretarial tasks.

12.7 Overlap with External Organisations

WAG works to define technologies that are intended to be compatible with existing Internet based standards. As a result WAG must monitor the activities of, and create liaisons to existing Internet standards bodies. These include, but are not limited to the following organisations:

- W3C - the W3C is the principal originator of new WWW technologies and specifications. While not a formal standards body, the W3C is the authority and source for core web technologies. WAG intends to track and utilise W3C specifications, including but not limited to XML, HTTP and general architecture. WAG also intends to provide feedback to the W3C to drive wireless requirements and solutions into the mainstream web.
- ECMA - the ECMA defines the ECMAScript language, upon which WMLScript is based.
- IETF - the IETF is the standards body through which most Internet-related specifications are standardised. WAG will utilise several important IETF standards in the application architecture (eg, URLs). The IETF work is wide-ranging, and there are several initiatives that overlap with some areas of WAG work (eg, telephony-related URL schemes).

12.8 Co-ordination with WAP Groups

WAG will co-ordinate with several existing WAP groups, including:

- Protocol Specification working group - ensure that the WSP semantics and services are suitable for WAG programming interfaces, user agents and content formats. The WAG browsing model is based upon the WSP service layer abstraction.
- Architecture group - WAG will co-ordinate with the Architecture group to ensure that application requirements and architectural considerations are represented in the WAP architecture.

12.9 Meetings and Communication

WAG will conduct periodic face-to-face meetings (approximately every 6 to 12 weeks). Other business will be conducted with electronic mail and telephone conference calls.

The WAG email alias is wap-wag@wapforum.org.

12.10 Membership

Membership in WAG is open to individuals from all WAP Forum member companies.

13Corrigendum Template

CORRIGENDUM

Technical Specification: <spec affected by this change>

Specification version: <spec version, eg, 30-Apr-1998>

Corrigendum Identifier: <Group-Spec-Sequence, eg, WAG-WML-0>

Date: <Date of Change>

Subject: <Subject, eg, short description>

Change requests addressed by this change:

A list of all change request identifiers addressed by this corrigendum.

Change 1

Classification: 1 [] 2 [] 3 []

<u>Category:</u>	A - Correction	[]
	B - Addition of Feature	[]
	C - Functional modification of Feature	[]
	D - Editorial modification	[]

Change:

Attach modified sections from new document.

Change 2

Attach additional changes as necessary.