

MultiService Forum Technical Committee Operating Procedures

Updated 30 July, 2010

I. CHARTER

The MultiService Forum (MSF) Technical Committee's mission is to accomplish the technical objectives of the MSF with the principal goal of cooperatively producing technical and planning documents required for conducting interop events to accelerate the deployment of industry standards protocols and interfaces.

II. STRUCTURE

The Technical Committee reports to the Board of Directors through the Technical Committee Chairperson and is organized into the following types of groups with the responsibilities outlined below:

II.A. Technical Committee

The Technical Committee is the group of Principal Member Representatives charged with the responsibility for the overall operations of the MSF's technical activities. Each Principal Member is represented within the Technical Committee and there are no limits to the number of representatives a Principal Member may have. The Technical Committee shall be composed of zero or more formal Working Groups dependent on the ongoing work program and current areas of study (see II.B). The Technical Committee reviews and votes on all proposals submitted for consideration by MSF Working Groups or Work Item (WI) sheets. The WI sheet identifies a specific individual who will lead/champion the work as well as a number of supporting companies, who by signing the WI are committing to contributing to the work. All approved proposals are submitted to the MSF Board of Directors for review and/or approval. The Board of Directors adds their recommendations and forwards the proposal to the Principal Membership. The processes used to produce technical documents are described below. As stated in the MSF Bylaws, the Technical Committee and any of its composite Working Groups are open to participation by representatives of MSF Principal Members in good standing. Good Standing is defined as members that have submitted a membership application that has been approved and that have paid membership dues in full.

II.B. Working Groups

Working Groups of the Technical Committee focus on specific areas of the multi-service problem space where there is a need for leadership within the industry to ensure the objectives of the MSF are met. As such, a new Working Group must define a charter that is approved by the Technical Committee and the Board of Directors. Changes in Working Group charter must also be approved by the Technical Committee and the Board of Directors. A Working Group must also update and approve a 12-month rolling schedule of target deliverables and activities for presentation at the closing plenary of each Technical Committee meeting. Working Groups may be dissolved after a vote to do so by the Working Group members or the Technical Committee and approval by the Board of Directors.

Working Groups organize members to develop the required technical documents via the contribution process. Working Groups review contributions and submit technical documents for review and/or approval as detailed below. Note that the supporting companies of a WI do not constitute a formal Working Group; rather they may be regarded as temporary / ad-hoc team, that will be dissolved once the WI is completed.

II.C. Management Advisory

The Management Advisory of the Technical Committee works with the Working Groups to define and resolve Service, Network and Element Management issues that arise in the course of achieving WG goals.

Even though Management is not a specific deliverable of the MSF, it is important to make sure that all MSF solutions are manageable. Task to be undertaken by the Management Advisory include:

- Participate in all WGs and assist in highlighting and resolving management issues;
- Review prospective IAs for management issues;
- Develop Architectural Frameworks for Management solutions;
- Work with MSF partners to find solutions to MSF management issues.

III. TECHNICAL COMMITTEE OFFICERS

The Technical Committee is guided by a Chairperson and a Vice-Chairperson. The Working Groups are lead by Chairpersons and, when needed, Vice-Chairpersons. Principal Member Representatives elect the Technical Committee Chairperson and Vice-Chairperson to a one (1) year term. Alternatively, the Board of Directors may appoint the Technical Committee Chairperson and Vice-Chairperson for a period of time determined by the Board of Directors not to exceed one (1) year. The Chairperson may serve for a maximum of three (3) consecutive terms. The Chairperson and Vice-Chairperson may be removed from office by the Board of Directors at any time.

III.A. Chairperson

The Chairperson reports directly to the Board of Directors. The Board of Directors, at its sole discretion, has the authority to override decisions made by the Chairperson. The Chairperson sets the overall direction of the Technical Committee in accordance with the Technical Committee Charter. The Chairperson is responsible for:

- Meeting scheduled commitments;
- Completeness of technical documents;
- Setting the Technical Committee meeting agenda;
- Setting the Technical Committee meeting schedule;
- Conducting the Technical Committee meetings;
- Managing Technical Committee productivity;
- Managing Technical Committee communication to all Technical Committee Representatives;
- Assigning responsibility for writing meeting minutes in the absence of the Vice-Chairperson;
- Being the liaison between the Technical Committee and the Board of Directors;
- Overall management of the Technical Committee, its Working Groups, and other responsibilities and duties as determined by the Board of Directors.

The Chairperson is responsible for creating and maintaining a work in progress reporting system for the Technical Committee that must at least include:

- Definition of work objectives;
- Deliverables for each objective with time lines;
- Progress to date versus time line for each deliverable.

This report must be delivered to the Board of Directors at least four times per year at the end of each of the MSF's fiscal quarter.

III.B. Vice-Chairperson

The Vice-Chairperson reports directly to the Chairperson and/or Board of Directors. The Vice-Chairperson is responsible for:

- Taking minutes for all Technical Committee meetings;
- Conducting meetings in the absence of the Chairperson;
- Assisting the Chairperson in the operation of the Technical Committee;
- Keeping roll at all Technical Committee meetings;
- Assuring that participants are registered MSF Principal Member Technical Committee Representatives;
- Ensuring timely distribution of Technical Committee meeting minutes;
- Ensuring that all contributions are posted to the MSF Contribution Website;

- Other responsibilities and duties as assigned by the Technical Committee Chairperson.

III.C. Working Group Chairpersons

The Technical Committee shall elect Working Group Chairpersons on an as needed basis. The term for a Working Group Chairperson shall not exceed two (2) years. The Technical Committee may remove a Working Group Chairperson from office at any time. The Working Group Chairperson reports to the Technical Committee Chairperson. The Working Group Chairperson sets the overall direction of the Working Group in accordance with the Working Group Charter. The Working Group Chairperson is responsible for:

- Progressing Working Group work as specified by the Working Group Charter;
- Determining with the Working Group members when a Draft Implementation Agreement, Product Specification or Architectural Framework is ready to be submitted for vote to proceed to Straw Ballot;
- Delegating tasks to willing Working Group members, e.g. nominating a Working Group Secretary or Editor;
- Meeting scheduled commitments;
- Completeness of technical documents developed by the Working Group;
- Setting the Working Group meeting agenda;
- Setting the Working Group meeting schedule;
- Conducting the Working Group meetings;
- Managing Working Group productivity;
- Managing Working Group communication to all Working Group members;
- Writing Working Group meeting minutes;
- Being the liaison between the Working Group and the Technical Committee;
- Overall management of the Working Group, and other responsibilities and duties as assigned by the Technical Committee Chairperson or Vice-Chairperson.

The Working Group Chairperson is responsible for creating and maintaining a work in progress reporting system for the Working Group that must at least include:

- Definition of work objectives, i.e. Working Group Charter;
- Deliverables for each objective with time lines;
- Progress to date versus time line for each deliverable.

This report must be delivered to the Technical Committee at the end of each of the every Technical Committee meeting.

III.D. Group Vice-Chairpersons

Each Working Group shall elect Working Group Vice-Chairpersons on an as needed basis. The term for a Working Group Chairperson shall not exceed two (2) years. The Working Group or the Technical Committee may remove a Working Group Vice-Chairperson from office at any time. The Working Group Vice-Chairperson reports to the Working Group Chairperson and to the Technical Committee Chairperson. The Working Group Vice-Chairperson is responsible for:

- Taking minutes for all Working Group meetings;
- Conducting meetings in the absence of the Working Group Chairperson;
- Assisting the Working Group Chairperson in the operation of the Working Group;
- Ensuring timely distribution of Working Group meeting minutes;
- Other responsibilities and duties as assigned by the Working Group Chairperson or the Technical Committee Chairperson.

III.E. Management Advisory Chairperson

The Technical committee shall elect a Management Advisory chair on as needed basis. The term for a Management Advisory chair shall not exceed two (2) years. The Technical Committee may remove a Management Advisory Chairperson from office at any time. The Management Advisory Chairperson

reports to the Technical Committee Chairperson. The Management Advisory Chairperson sets the overall direction of the Management Advisory in accordance with requirements set out in Working Group Charters. The Working Group Chairperson is responsible for:

- Progressing Management Advisory work;
- Determining with the Management Advisory members when a Draft Implementation Agreement, Product Specification or Architectural Framework is ready to be submitted for vote to proceed to Straw Ballot;
- Delegating tasks to willing Management Advisory members;
- Meeting scheduled commitments;
- Completeness of technical documents developed by the Management Advisory;
- Setting the Management Advisory meeting agenda;
- Conducting the Management Advisory meetings;
- Managing Management Advisory productivity;
- Managing Management Advisory communication to the Management Advisory members;
- Writing Management Advisory meeting minutes;
- Being the liaison between the Management Advisory and the Technical Committee;
- Being the liaison between the Management Advisory and the Working Groups;
- Participating in liaison activities with MSF partners.

IV. MEETINGS

The Technical Committee meets as a whole (i.e. Technical Committee Meetings) and in individual Working Groups (i.e. Working Group Meetings).

IV.A. Meeting and Voting Procedures

All Meetings shall operate according to Robert's Rules. A simple majority using the one vote/one Principal Member policy will decide all votes. Votes may be cast using the following voting options:

- Yes;
- No;
- Abstain.

Abstain votes will not be counted towards either a Yes or No vote.

The secretary of the meeting (e.g. the Vice Chairman) shall record all votes. The Technical Committee Chairperson or any Principal Member may call a roll-call vote if he/she deems necessary. When applicable, email voting will be administered by the MSF secretariat and the email balloting period will be not less than two (2) weeks.

IV.B. Technical Committee Meetings

Technical Committee Meetings shall be held at least three (3) times per calendar year. Technical Committee Meetings consist of one or more Plenary sessions allowing the entire Technical Committee to meet jointly, and multiple, possibly concurrent, Working Group sessions. A draft agenda shall be set by the Technical Committee Chairperson and shall be distributed to all Technical Committee members at least three (3) weeks prior to the meeting. A final agenda shall be set by the Technical Committee Chairperson and shall be distributed to all Technical Committee members at least one (1) week prior to the meeting.

IV.B.1. Technical Committee Meeting Attendance

Participation in all Technical Committee Meetings is voluntary. All meetings will be attended in person only and there will be no attendance through audio or video teleconferencing. Representatives of Principal, Educational, and Consulting Members are eligible to attend.

IV.B.2. Subject Matter Experts and Invited Guests

Subject Matter Experts are individuals who are experts in their technical area. Subject Matter Experts who are not employed by a Principal Member may be invited to participate by the Technical Committee Chairperson by electronic mail in advance of the meeting. Once discussions concerning the Expert's area are concluded, the Expert may remain but must refrain from taking an active part in the meeting. It is the Chairperson's responsibility to enforce this rule and see that an orderly meeting takes place. A guest may be invited to a Technical Committee Meeting as an observer upon approval of the Board of Directors and the Technical Committee Chairperson. The Guest must refrain from taking an active part in the meeting. It is the Chairperson's responsibility to enforce this rule and see that an orderly meeting takes place. Confidential technical material, such as contributions, will not be provided in any form.

IV.C. Working Group Meetings

Working Group members are expected to participate in periodic meetings and conference calls as determined by the Working Group Chairperson. Working Groups may meet either during or independently of Technical Committee Meetings.

IV.C.1. Working Group Meeting Attendance

Participation in all Technical Committee Meetings is voluntary. Notice of each meeting will be sent via email to all Technical Committee members. Representatives of Principal, Educational, and Consulting Members are eligible to attend.

V. TECHNICAL DOCUMENT TYPES

Technical Documents include Implementation Agreements, Product Specifications, Architecture Framework Documents, Test Plans, Technical Reports, Technical Library Documents, and Liaisons. All documents are submitted to the MSF as a contribution. The progression path varies depending on the document type, and the path for each is explained below in the following sections:

- Implementation Agreements
- Product Specifications
- Architecture Framework Documents
- Test Plans
- Technical Reports
- Technical Library Documents
- Liaisons

V.A. Technical Document File Naming Convention

The file names for all MSF Technical Documents will adhere to the following naming convention: MSF Document Type, WORKING GROUP, Document Designator and optionally, a Version Identifier. The acronym MSF must precede every MSF Technical Document name.

V.A.1. Technical Document Type Designation

The MSF technical document types (acronyms used in a filename) are:

- Implementation Agreement (IA)
- Product Specification (PS)
- Architectural Framework (AF)
- Test Plan (TP)
- Technical Report (TR)
- Technical Library (TL) Document
- Liaison (LIAISON) TO or FROM another standards organization

V.A.2. Working Group Assigned Document Designation

The Document Designation is an alphanumeric string that designates separate areas of technical work produced within the MSF Technical Committee and its Working Groups. It is used to clearly identify the technical area that the Document addresses, the document content, and is given a version/revision number and status. This naming scheme is submitted by each Working Group and approved by the Chairperson of the Technical Committee and by the Editorial Board. All additions or changes to this naming scheme must be approved by the Chairperson of the Technical Committee and the Editorial Board. The Chairman of the Technical Committee and the Editorial Board will be responsible for avoiding combinations of WORKING GROUP-document numbers and names that duplicate the naming of other industry Implementation Agreements (e.g., X.400) and ensure that the naming is clear and minimizes complexity. If applicable, the Revision Number must be a two digit numeric value that designates the revision number.

V.A.3. Implementation Agreement, Architectural Framework Document, Product Specification and Test Plan Status Suffix

If the Document Type is Implementation Agreement, Product Specification, Architectural Framework, or Test Plan, then the suffix must contain one of the following types: STRAW, DRAFT, or FINAL. If applicable, the Revision Number must be a two digit numeric value that designates the revision number. For example, the release 1, revision 0 MSF generic architectural framework document could have the identifier MSF-AF-GENERIC-001-00-FINAL

V.B. Key words for Requirements

V.B.1 Definition of Key Words

The key words defined in this section may be used in any MSF Implementation Agreement, Product Specification or Architectural Framework to signify requirement levels. When used, these key words will be capitalized and are quoted from IETF RFC 2119. Specifically:

1. **MUST** This word, or the terms "REQUIRED" or "SHALL", mean that the definition is an absolute requirement of the specification.
2. **MUST NOT** This phrase, or the phrase "SHALL NOT", mean that the definition is an absolute prohibition of the specification.
3. **SHOULD** This word, or the adjective "RECOMMENDED", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
4. **SHOULD NOT** This phrase, or the phrase "NOT RECOMMENDED" mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.
5. **MAY** This word, or the adjective "OPTIONAL", mean that an item is truly optional. One vendor may choose to include the item because a particular marketplace requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation which does not include a particular option **MUST** be prepared to interoperate with another implementation which does include the option, though perhaps with reduced functionality. In the same vein an implementation which does include a particular option **MUST** be prepared to interoperate with another implementation which does not include the option (except, of course, for the feature the option provides.)

V.B.2 Conditional Use of Key Words

In addition to the keywords and meanings quoted from RFC2119, key words may be deemed as conditional in one of two ways:

1. When a function is defined as **CONDITIONAL** all of the key words defined above will have effect only in cases where the implementation includes the specified function. Any function can be defined as **CONDITIONAL**.

2. The key word "IF" may be used in conjunction with any of the key words defined above, e.g., "MUST ... IF" or "SHOULD NOT ... IF". In this construct, the key words will apply only if the conditional clause signified by the word "IF" is true.

V.B.3 Application of Key Words

In order for the key words to apply to a document, the following paragraph must be included in a note at the beginning of the Implementation Agreement:

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", "OPTIONAL", "CONDITIONAL" and "IF" in this document are to be interpreted as described in the Technical Committee Operating Procedures.

VI. CONTRIBUTION

A contribution is the method for Principal Members to submit a proposal to the MSF. A contribution can be either a technical, procedural, organizational or an industry related submission. All contributions are submitted to the Technical Committee for their review and approval. The Technical Committee will then determine if the document fits within the scope of its respective MSF charter and may delegate the contribution to a Working Group. If a contribution is considered a new work area by the Technical Committee Chairperson or Vice-Chairperson, the Technical Committee will vote at a meeting on the creation of a new Working Group to address the contribution.

VI.A. Contribution Submission

All Principal Members are eligible to submit a contribution to the Technical Committee. All contributions are submitted electronically via the MSF Contribution Website located at:

www.msforum.org/contrib

Members must use their assigned MSF login and password in order to access the Website. All contributions shall be submitted in accordance with the MSF Antitrust and IP Policy documents, with a clear understanding and goal of public distribution following the completion of MSF voting procedures.

VI.B. Contribution Deadline

The deadline for submitting a new contribution for a particular meeting is two (2) weeks prior to the meeting. After this deadline, contributions will be deferred to the next scheduled meeting, unless otherwise approved as a Late Contribution by the Technical Committee Chairperson and/or Vice-Chairperson.

VI.C. Contribution Style and Format

All contributions must be submitted in a PDF, Microsoft Word, Microsoft PowerPoint, or ASCII Text file format and must follow the contribution template as shown in Attachment A. All contributions must have a page number on each page.

VI.D. Contribution Numbering

All MSF contributions will be numbered, including documents that the MSF distributes that are not contributions to a specific meeting, including meeting minutes. Contribution numbers will be assigned automatically when the contribution is uploaded to the MSF Contribution Website. Contribution numbering should not be confused with document numbering and is defined by document number rules.

VI.E. Numbering Format

The numbering for contributions will be in the following format:

msforum.xxxx.yyy,

where xxxx represents the digits of the year and yyy represents a sequential number, including leading zeroes. For example, the fifth contribution submitted in 2001 as a Word document would have the reference msforum2001.005.doc.

VI.F. Contribution Revision Numbers

Revisions to a contribution (which do not create a new contribution) will be denoted by a suffix .z where z is the sequential revision number. For example, the first revision to the fifth contribution submitted in 2001 would be designated msforum2000.005.1.

VI.G. Contribution Language

English is the official language of the MSF and all contributions shall be submitted in English. It is the responsibility of the contributors to translate documents from other languages to English.

VI.H. Contribution Cover Sheet

Each contribution shall have a cover sheet; Attachment A contains a sample contribution cover sheet. The cover sheet shall provide the following information in the following order:

1. Contribution number;
2. Working Group;
3. Contribution Title;
4. Contributor (organization and author with full address, phone, fax and e-mail details);
5. Date of creation;
6. An abstract of up to 100 words;
7. MSF disclaimer (copyright and IPR).

VI.I. Contribution Size

All contributions should be laid out so as to ensure they will fit US (8 1/2" x 11") paper size. A top, right and left margin of 1", and a bottom margin of 1 1/2" will fit both paper sizes.

VI.J. Contribution Register

The register of submitted contributions will show the following:

1. Contribution number;
2. Document Type;
3. Working Group;
4. Contribution title;
5. Contributor (organization);
6. Date of creation;
7. Abstract;
8. Document file format.

The register will be arranged in contribution number sequence. The register will begin anew at the beginning of every calendar year.

VI.K. Contribution Distribution

MSF members may download copies of current and historical contributions from the MSF Contribution Website. Members are encouraged to print and take with them hard copies of any contributions they will want to have available at Technical Committee Meetings.

VII. IMPLEMENTATION AGREEMENT PRODUCT SPECIFICATION AND ARCHITECTURAL FRAMEWORK DOCUMENT DEVELOPMENT PROCESS

An Implementation Agreement is a document that contains sufficient detail such that multiple vendors and/or service providers can develop interoperable implementations. The target usage of such documents is derivation of Product Specifications, usage as specifications for MSF-sponsored interoperability events, or use between service providers to implement services across different networks.

A Product Specification is a document that describes the functional attributes of a physical network element or set of network elements in sufficient detail such that multiple vendors and/or service providers can develop interoperable implementations. The target usage of such documents is usage by service providers for the procurement of hardware and software, and usage as specifications for MSF-sponsored interoperability events.

An Architectural Framework is a document that describes a higher level view of a set of protocols, technologies, or implementation approaches. It defines terminology, provides tutorial information, describes examples, and/or describes how a set of Implementation Agreements relates to each other. MSF Implementation Agreements and Architectural Framework Documents may be produced within the Technical Committee or Working Groups and must receive approval from the Principal Members before they may be issued. This section of the procedures describes the steps to be followed in obtaining approval of Implementation Agreements or Architectural Frameworks. Adherence to these procedures will ensure a smooth and timely path to approval.

VII.A. Implementation Agreement, Product Specification or Architectural Framework Document Style and Format

Before a Draft Implementation Agreement, Product Specification or Draft Architectural Framework Document can be submitted to the Technical Committee, it is required that each document has a designated editor who is responsible for ensuring that the Draft Implementation Agreement Draft Product Specification or Draft Architectural Framework Document adheres to the stylistic guidelines adopted from time to time by the MSF. It shall be the responsibility of Technical Committee Chairperson or the Working Group Chairperson to ensure that a suitable editor is appointed for each Draft Implementation Agreement, Product Specification or Draft Architectural Framework. A Draft Implementation Agreement, Product Specification or Draft Architectural Framework Document is normally not published on the public area of the MSF website. A Draft Implementation Agreement, Product Specification or Draft Architectural Framework may be made public if this action is approved by votes of the Working Group, the Technical Committee, and the Board of Directors. Should there be intent to remove a Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework from public view, the Technical Committee Chairperson should publish the intent on the Technical Committee E-mail exploder. If no one objects within a two week period, the document will then be removed. Any objections must be accompanied with justification. The final decision to remove a document lies with the Technical Committee Chairperson.

VII.B. Implementation Agreement, Product Specification and Architectural Framework Cover Sheet

Each Implementation Agreement, Product Specification or Architectural Framework shall have a cover sheet; Attachment B contains a sample cover sheet. The cover sheet shall contain the following information in the following order:

1. The words MultiService Forum
2. The Document Title and Filename (see Section V.A.)
3. A short English language description of the Document's contents.
4. A contact name (i.e., MSF Secretariat) to get more information.
5. Document status:

- a. Straw– No ballot acceptance
- b. Draft IA – Passed Straw Ballot
- c. Final –Accepted via Principal Member Ballot

VII.C. Working Group and Technical Committee Agreement

Once a Working Group has reached agreement that a Draft Implementation Agreement, Product Specification or Architectural Framework is ready, it shall make a recommendation to the Technical Committee Chairperson that the document goes to Straw Ballot. The Working Group Chairperson, Technical Committee Chairperson, and Technical Committee Vice-Chairperson will determine whether to proceed to Straw Ballot or to return the document to the Working Group. Once the decision has been made to proceed to Straw Ballot, the Technical Committee Chairperson will direct the MSF Management Company to coordinate the Straw Ballot process.

VII.D. Straw Ballot Process

The purpose of the Straw Ballot is to obtain feedback from Principal Members for incorporation into the final Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework which will be sent to the Board of Directors for approval and then out to Final Ballot. The Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework shall be made available to the Technical Voting Representative for all Principal Members for the Straw Ballot. The Straw Ballot will be distributed to the Technical Voting Representative via e-mail and the ballot will be due by a date specified by the Technical Committee Chairperson, and not less than two (2) weeks from the date of distribution. It is the Technical Voting Representatives responsibility to ensure that the MSF Management Company has the most up to date e-mail address on file. At this time in the balloting process, members are invited to submit their comments on the Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework. The Straw Ballot shall contain the following voting options:

- Yes;
- Yes with comments;
- No with comments;
- Abstain.

A simple majority of the yes/no votes is required for approval using the one vote/one Principal Member policy. The ballot's results will be made available to the membership shortly after the ballot deadline. This information shall include:

- Number of eligible voters;
- Number and percentage of valid votes cast;
- Number of Yes and Yes w/ comment votes;
- Number of No w/ comment votes;
- Number of Abstains.

Comments submitted through the Straw Balloting process will be compiled into a contribution by the MSF Management Company and submitted to the Technical Committee and/or appropriate Working Group. Comments will include source information.

VII.E. Comment Review

The Working Group will schedule time to review Straw Ballot comments and will seek to address all the comments. The Working Group shall compile and submit its responses as a contribution that will be posted on the MSF Contribution Website for access to all members.

VII.E.1. No Comments

If no comments are submitted the Technical Committee Chairperson or Technical Committee Vice Chairperson may forward the revised Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework to the Board of Directors for review.

VIII.E.2. Minor Editorial or Minor Technical Changes

If the Working Group Chairperson, Technical Committee Chairperson, and Technical Committee Vice-Chairperson determine comments to be of a minor editorial or minor technical nature, then they may forward the revised Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework to the Board of Directors for review.

VII.E.3. Significant Technical Changes

If the Working Group Chairperson, Technical Committee Chairperson, or Technical Committee Vice-Chairperson determine comments to be of significant technical nature, then the revised Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework must go back through the Straw Ballot process.

VII.F. Board of Directors Approval

Once a Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework has passed Straw Ballot and is recommended to move forward by the Technical Committee Leadership, it goes to the Board of Directors with a recommendation that it goes out for Final Ballot. Once the Board of Directors adds its recommendation *For* or *Against* approval of the Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework, with substantive comments supporting any *Against* recommendation, it is then prepared for Final Ballot. At this stage, the Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework will be made public on the MSF web site.

VII.G. Final Ballot

The purpose of the Final Ballot is to obtain final approval from Principal Members before a Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework becomes final. This is the last opportunity for a Principal Member to cast a vote on a Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework. The Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework shall be made available to the Technical Voting Representative for all Principal Members for the Final Ballot. The Final Ballot will be distributed to the Technical Voting Representative via e-mail and the ballot will be due two (2) weeks from the date of distribution. It is the Technical Voting Representatives responsibility to ensure that the MSF Management Company has the most up to date e-mail address on file. The Final Ballot shall contain the following voting options:

- Yes;
- No with comments;
- Abstain.

A quorum (51%) of Principal Members is required to cast votes (Yes, No, Abstain) for a valid balloting process. Once quorum has been established, 3/4 of the total "Yes" and "No" votes must be "Yes" for approval using the one vote/one Principal Member policy. The ballot's results will be made available to the membership shortly after the ballot deadline. This information shall include:

- number of eligible voters;
- number and percentage of valid votes cast;
- number of Yes votes;
- number of No votes;
- number of Abstains.

VII.H. Approved

If the Principal Members approve the Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework, it shall become final. The document editor is responsible for replacing the Contribution Cover Sheet with the Implementation Agreement, Product Specification or Architectural Framework Cover Sheet (see Attachment B) and then the document will be made available to the public. All MSF Technical Documents are released to the public in PDF format or printed copy only.

VII.I. Not Approved

If the Principal Members do not approve the Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework, it shall go back to the Technical Committee and/or Working Group for further work, at which point it must go back through the Straw Ballot process.

VII.J. Failure to Submit Ballot

If a Principal Member fails to vote in two (2) consecutive Final Ballot procedures, the Principal Member shall have their Technical Committee voting privileges revoked. At least one reminder to vote shall be sent to any Principal Member who has not voted. Principal Members that have not returned a ballot for the last two technical documents will not be counted toward a quorum. A Final Ballot procedure is defined by one ballot, regardless of the number of items listed on the ballot. Principal Members that have had voting privileges revoked will still receive all ballots. However, a member's voting privilege will not be reinstated until it returns a ballot. When a member returns a ballot, it is not counted toward quorum for that vote, however, voting privileges are reinstated, and that ballot will be counted in the tally as a "non quorum" vote. The MSF Board of Directors reserves the discretion to resolve any issues surrounding the "Failure to Submit Ballot" section of the Technical Committee Operating Procedures.

VII.K. Revisions to Approved Implementation Agreements, Product Specifications or Architectural Framework Documents

Only major revisions to previously approved Implementation Agreements, Product Specification or Architectural Framework Documents shall be subject to a further Principal Member Ballot. The Board of Directors or the Technical Committee shall make the decision as to what constitutes a major rewrite or revision. If 25% of the membership disagrees with the nature of a proposed revision, they can petition the Board of Directors and request a formal approval through further Principal Member Ballot. Where a further Principal Member Ballot is required, it shall exactly follow the full Implementation Agreement, Product Specification or Architectural Framework process.

1. Minor editorial modifications to an Implementation Agreement, Product Specification or Architectural Framework may be made upon approval of the Technical Committee Chairperson, Technical Committee Vice-Chairperson and Working Group Chairperson. Minor amendments and modifications of a technical nature to an Implementation Agreement, Product Specification or Architectural Framework shall be subject to a vote by Technical Committee members at a plenary meeting. The steps in the process shall be as follows: The Technical Committee Chairperson, Vice Chairperson and relevant Working Group Chairperson shall agree to the re-drafted Implementation Agreement, Product Specification or Architectural Framework and shall submit it to a Plenary Meeting for re-approval;
2. The MSF Management Company shall make available the re-drafted Implementation Agreement, Product Specification or Architectural Framework at least two (2) weeks before the Plenary Meeting at which the Implementation Agreement, Product Specification or Architectural Framework will be reviewed and shall include the review of the Implementation Agreement, Product Specification or Architectural Framework as an agenda item;
3. Members of the Technical Committee shall be given the opportunity to discuss the revisions in an open session;
4. When the Technical Committee Chairperson and Vice-Chairperson believe adequate discussion has taken place, they shall call a vote to approve the revised Implementation Agreement, Product Specification or Architectural Framework. This vote is not subject to quorum requirement.

VII.L. Removal of outdated Implementation Agreement, Product Specification or Architectural Framework Documents

If a Principal Member determines that an Implementation Agreement, Product Specification, or Architectural Framework is outdated and needs to be removed from active status, the Principal Member shall notify the Technical Committee Chairperson. If possible, the Technical Committee Chairperson will contact the originator of the document and ask for agreement to move the document to historical status. The Technical Committee Chairperson then will notify the Technical Committee Leadership. If agreed by the Technical Committee Leadership, the recommendation is sent to the Board of Directors to move the outdated Implementation Agreement, Product Specification, or Architectural Framework from the active website to a section of the website designated for historical public documents. If approved by the Board of Directors, the proposed action will be submitted to the Technical Voting Representatives who will have two weeks to object. Unless a majority "objection" vote is received, the document shall be moved to historical status.

VIII. TEST PLAN DEVELOPMENT PROCESS

MSF Test Plans are documents designed to be used for interoperability events. Test Plans are to be considered the intellectual property of the MSF and its members, and as such, are for use only by MSF Members, and non-MSF Members who are participating in MSF-sponsored interoperability events. Test Plans may be produced within the Technical Committee or Working Groups and must receive approval from the Principal Members before they may be issued. This section of the procedures describes the steps to be followed in obtaining approval of Test Plans. Adherence to these procedures will ensure a smooth and timely path to approval.

VIII.A. Test Plan Style and Format

Before a Draft Test Plan can be submitted to the Technical Committee, it is required that each document has a designated editor who is responsible for ensuring that the Draft Test Plan adheres to the stylistic guidelines adopted from time to time by the MSF. It shall be the responsibility of Technical Committee Chairperson or the Working Group Chairperson to ensure that a suitable editor is appointed for each Draft Test Plan. A Draft Test Plan will not be published on the public area of the MSF website.

VIII.B. Test Plan Cover Sheet

Each Test Plan shall have a cover sheet; Attachment B contains a sample cover sheet. The cover sheet shall contain the following information in the following order:

1. The words MultiService Forum
2. The Document Title and Filename (see Section V.A.)
3. A short English language description of the Document's contents.
4. A contact name (i.e., MSF Secretariat) to get more information
5. Document status:
 - a. Straw– No ballot acceptance
 - b. Draft IA – Passed Straw Ballot
 - c. Final –Accepted via Principal Member Ballot

VIII.C. Working Group and Technical Committee Agreement

Once a Working Group has reached agreement that a Draft Test Plan is ready, it shall make a recommendation to the Technical Committee Chairperson that the document goes to Straw Ballot. The Working Group Chairperson, Technical Committee Chairperson, and Technical Committee Vice-Chairperson will determine whether to proceed to Straw Ballot or to return the document to the Working Group. Once the decision has been made to proceed to Straw Ballot, the Technical Committee Chairperson will direct the MSF Management Company to coordinate the Straw Ballot process.

VIII.D. Straw Ballot Process

The purpose of the Straw Ballot is to obtain feedback from Principal Members for incorporation into the final Draft Test Plan which will be sent to the Board of Directors for approval and then out to Final Ballot. The Draft Test Plan shall be made available to the Technical Voting Representative for all Principal Members for the Straw Ballot. The Straw Ballot will be distributed to the Technical Voting Representative via e-mail and the ballot will be due by a date specified by the Technical Committee Chairperson, and not

less than two (2) weeks from the date of distribution. It is the Technical Voting Representatives' responsibility to ensure that the MSF Management Company has the most up to date e-mail address on file. At this time in the balloting process, members are invited to submit their comments on the Draft Test Plan. The Straw Ballot shall contain the following voting options:

- Yes;
- Yes with comments;
- No with comments;
- Abstain.

A simple majority of the yes/no votes is required for approval using the one vote/one Principal Member policy. The ballot's results will be made available to the membership shortly after the ballot deadline. This information shall include:

- Number of eligible voters;
- Number and percentage of valid votes cast;
- Number of Yes and Yes w/ comment votes;
- Number of No w/ comment votes;
- Number of Abstains.

Comments submitted through the Straw Balloting process will be compiled into a contribution by the MSF Management Company and submitted to the Technical Committee and/or appropriate Working Group. Comments will include source information.

VIII.E. Comment Review

The Working Group will schedule time to review Straw Ballot comments and will seek to address all the comments. The Working Group shall compile and submit its responses as a contribution that will be posted on the MSF Contribution Website for access to all members.

VII.E.1. No Comments

If no comments are submitted the Technical Committee Chairperson or Technical Committee Vice Chairperson may forward the revised Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework to the Board of Directors for review.

VIII.E.2. Minor Editorial or Minor Technical Changes

If the Working Group Chairperson, Technical Committee Chairperson, and Technical Committee Vice-Chairperson determine comments to be of a minor editorial or minor technical nature, then they may forward the revised Draft Implementation Agreement, Draft Product Specification or Draft Architectural Framework to the Board of Directors for review.

VIII.E.3. Significant Technical Changes

If the Working Group Chairperson, Technical Committee Chairperson, or Technical Committee Vice-Chairperson determine comments to be of significant technical nature, then the revised Draft Test Plan must go back through the Straw Ballot process.

VIII.F. Board of Directors Approval

Once a Draft Test Plan has passed Straw Ballot and is recommended to move forward by the Technical Committee Leadership, it goes to the Board of Directors with a recommendation that it goes out for Final Ballot. Once the Board of Directors adds its recommendation *For* or *Against* approval of the Draft Test Plan, with substantive comments supporting any *Against* recommendation, it is then prepared for Final Ballot.

VIII.G. Final Ballot

The purpose of the Final Ballot is to obtain final approval from Principal Members before a Draft Test Plan becomes final. This is the last opportunity for a Principal Member to cast a vote on a Draft Test Plan.

The Draft Test Plan shall be made available to the Technical Voting Representative for all Principal Members for the Final Ballot. The Final Ballot will be distributed to the Technical Voting Representative via e-mail and the ballot will be due two (2) weeks from the date of distribution. It is the Technical Voting Representatives' responsibility to ensure that the MSF Management Company has the most up to date e-mail address on file. The Final Ballot shall contain the following voting options:

- Yes;
- No with comments;
- Abstain.

A quorum (51%) of Principal Members is required to cast votes (Yes, No, Abstain) for a valid balloting process. Once quorum has been established, 3/4 of the total "Yes" and "No" votes must be "Yes" for approval using the one vote/one Principal Member policy. The ballot's results will be made available to the membership shortly after the ballot deadline. This information shall include:

- number of eligible voters;
- number and percentage of valid votes cast;
- number of Yes votes;
- number of No votes;
- number of Abstains.

VIII.H. Approved

If the Principal Members approve the Draft Test Plan, it shall become a Final Test Plan. The document editor is responsible for replacing the Contribution Cover Sheet with the Test Plan Cover Sheet (see Attachment B). At this time, the approved Test Plan will be posted in a password-protected area of the MSF web site defined for interoperability events. Non-MSF Members who participate in MSF-sponsored interoperability events must sign a non-disclosure agreement before they will be given access to approved Test Plans. After signing the nondisclosure agreement, non-MSF members will be given access to approved Test Plans either via the password-protected web site, or by mail. All MSF Technical Documents are released in PDF (read-only) format or printed copy only. No Test Plans shall be made public or sold without Board of Directors approval and full Principal Membership vote.

VIII.I. Not Approved

If the Principal Members do not approve the Draft Test Plan, it shall go back to the Technical Committee and/or Working Group for further work, at which point it must go back through the Straw Ballot process.

VIII.J. Failure to Submit Ballot

Please see section VII.J.

VIII.K. Revisions to Approved Test Plans

Only major revisions to previously approved Test Plans shall be subject to a further Principal Member Ballot. The Board of Directors or the Technical Committee shall make the decision as to what constitutes a major rewrite or revision. If 25% of the membership disagrees with the nature of a proposed revision, they can petition the Board of Directors and request a formal approval through further Principal Member Ballot. Where a further Principal Member Ballot is required, it shall exactly follow the full Test Plan process.

2. Minor editorial modifications to a Test Plan may be made upon approval of the Technical Committee Chairperson, Technical Committee Vice-Chairperson and Working Group Chairperson. Minor

amendments and modifications of a technical nature to a Test Plan shall be subject to a vote by Technical Committee members at a plenary meeting. The steps in the process shall be as follows: The Technical Committee Chairperson, Vice Chairperson and relevant Working Group Chairperson shall agree to the re-drafted Test Plan and shall submit it to a Plenary Meeting for re-approval;

3. The MSF Management Company shall make available the re-drafted Test Plan at least two (2) weeks before the Plenary Meeting at which the Test Plan will be reviewed and shall include the review of the Test Plan as an agenda item;
4. Members of the Technical Committee shall be given the opportunity to discuss the revisions in an open session;
5. When the Technical Committee Chairperson and Vice-Chairperson believe adequate discussion has taken place, they shall call a vote to approve the revised Test Plan. This vote is not subject to quorum requirement.

IX. TECHNICAL REPORT AND TECHNICAL LIBRARY

A Technical Report is an MSF position document aimed at both the non-expert and the expert public. This can fall into the following areas: white paper, tutorial, advisory report, or technical brief. The purpose of the Technical Library is to provide an area for MSF members to post materials related to MultiService switching. Either of these document types must receive approval from the MSF Editorial Board before they may be issued to the public on the MSF web site. This section of the procedures describes the steps to be followed in the development and approval process.

IX.A. Editorial Board

The MSF Editorial Board is composed of the Technical Committee Chairperson and Vice- Chairperson, two representatives from the Board of Directors, and the MA&E Committee Chairperson or designee. The Editorial Board itself will be responsible for determining the board's internal organization and procedures. The Editorial Board will review both MSF Technical Reports and MSF Technology Library submissions, and will have the authority to approve or not to approve each document. Approval will be by a majority vote of the Editorial Board members.

IX.B. Technical Report Development Process

A Technical Report can be initiated by any Working Group, committee or by the Board of Directors. A Technical Report can also be initiated by a member or group of members and submitted to a Working Group or a committee. Once the authors of the document believe it is ready, it will be submitted as a contribution and notice will be sent to the entire membership notifying them that the document is being reviewed for consideration as a Technical Report. After completion of a review and comment period of not less than one week by the Working Group or committee generating the Technical Report, the document will require a simple majority vote within the generating group in order to sent on to the Editorial Board for final review. The author(s) can then submit a report for consideration within the Editorial Board via email exploder (msf-editorial@msforum.org). The email submission must include the proposed Technical Report in its entirety, which must include a Technical Report Cover Sheet (see Attachment D).

IX.B.1. Technical Report Approval Process

Once a Technical Report has passed a vote by the group that generated the Report, the Editorial Board will review it to ensure that MSF policies are not violated, to identify any areas of inconsistency or conflict with previously published MSF work, and to review the proposed naming suffix for consistency. The Editorial Board may also review the document for readability and to ensure accuracy in grammar and technical content. The Editorial Board will respond to all submissions within a four (4) week period. In cases where the Editorial Board rejects a submission, written comment will be given to the authors detailing the reasons for the rejection. The Editorial Board may also vote to give approval that is contingent on successful resolution of editorial and/or content issues. In this case, the members of the Editorial Board will work with the authors to resolve any issues. In the case of a rejection, authors will be free to resubmit to the Editorial Board once they have responded to the comments. In cases where there are disagreements, in the event of a of rejection or of contingent approval, between the author of a submission and the Editorial

Board that cannot be resolved in discussions between them, the authors can refer the matter to the Board of Directors for final resolution.

IX.B.2. Approved Technical Reports

If the Editorial Board approves a Technical Report, it shall become final and be made available to the public.

IX.C. Technical Library Submission Process

Material for Technical Library is composed of contributions from member companies. Any member company may generate a proposed addition to the technical library. The author(s) can submit a document for review within the Editorial Board via email exploder (msfeditorial@msforum.org). The email request must include the proposed Technical Library submission in its entirety.

IX.C.1. Technical Library Document Approval

The Editorial Board will review Technical Library submissions to ensure that MSF policies are not violated and to review the proposed naming suffix for consistency. The Editorial Board will respond to all submissions within a four- (4) week period. In cases where the Editorial Board rejects a submission, written comment will be given to the authors detailing the reasons for the rejection. Authors will be free to resubmit to the Editorial Board once they have responded to the comments. In cases where there are disagreements between the author of a submission and the Editorial Board that cannot be resolved in discussions between them, the authors can refer the matter to the Board of Directors for final resolution.

IX.C.2. Publication of Technical Library Submissions

Approved submissions to the technical library will be published on the public side of the MSF web site by the secretariat. This section of the MSF web site will include a statement indicating that the papers in this section are contribution of the member companies, and that they do not necessarily represent decisions or positions taken by the MSF or its component groups.

X. LIAISON DEVELOPMENT PROCESS

MSF has formal liaison relationships with a number of other bodies. If an MSF Working Group or the Technical Committee wishes to send a liaison to a specific body, the chair of the Working Group or Technical Committee should check with the Board of Directors to see whether a relationship has been formally established and if any specific procedures apply. Internal approvals within MSF should be obtained following the Liaison Approval section below.

X.A. Outgoing Liaison Approval

X.A.1 Fast Track Outgoing Liaison Approval

This process is applicable only for liaisons that relate to work defined in an existing MOU with an MSF partner organization. Once a Working Group has reached agreement that a Liaison is ready, it shall submit the document to the MSF Contribution Site and make a recommendation to the Technical Committee Chairperson that the document proceed. The Technical Committee Leadership Group composed of the Technical Committee Chairperson and Technical Committee Vice-Chairperson as well as all Working Group Chairpersons and Vice-Chairpersons will review the liaison and vote to move the Liaison forward. The Liaison ballot will be distributed to the Technical Committee Leadership Group via email and the voting period will be 48 hours from the date of distribution, or until quorum of the TC leadership group, defined as consisting of at least the chair or vice-chair from each WG plus the TC chair or vice-chair, has responded. A quorum, as defined above, is required to vote. If any member of the above defined Technical

Committee Leadership Group votes "NO," the Liaison would immediately move to the regular liaison process defined below. If there are no negative votes, the liaison will be approved.

X.A.2 Normal Liaison Process

A simple majority of those voting YES or NO at the MSF Technical Committee level is required for approval of the proposed liaison to another body either in a closing plenary or via email. There is no quorum requirement. Unless blanket approval is specifically withheld, a liaison approved by the Technical Committee for forwarding to one organization does not require further approval by the Technical Committee if it is later desired to forward it to another organization. If possible, individuals who are in a position to personally present the MSF liaison to the other body should be nominated with each liaison.

X.A.3. Outgoing Cover Page

Each outgoing MSF liaison document must contain, on the cover page, the statement that is attachment C in this document.

X.B. Incoming Liaisons

The MSF is open to receiving input from any group that is working in a related field. However, we reserve the right to request information about the purposes, membership, working methods, and policies of other bodies in order to understand how to process a proposed incoming liaison. MSF prefers to receive incoming liaisons electronically at the address liaison@msforum.org. or to the email address of the Technical Committee Chairperson, although a paper document addressed to the MSF secretariat is also acceptable. In either case, the document should specify the MSF Working Group to which it is addressed (if known) and if possible should include the name of a person who can give a presentation on the liaison at an MSF Technical Committee or Working Group meeting.

XI. PROPRIETARY OR CONFIDENTIAL INFORMATION

The MSF is in no way responsible for individual MSF member companies' product or company information, nor is it responsible for holding any information confidential. Each MSF member company is responsible for all of its own information. It is the responsibility of the Representatives of individual MSF member companies to safeguard the confidentiality of any information that they choose to disclose to other members regarding their company or product development activities. MSF Members are not authorized to provide quotes or comments on behalf of the MSF. MSF Members are required to comply with the content in the Press Contact Policy. Unless approval is given in accordance with Section VII.A.1, the work-in-progress in the Technical Committee or any Working Group shall not be made available to the public. This does not relieve the Working Groups to regularly report on their progress and deliberations to the MSF Technical Committee.

XII. ATTACHMENT A: SAMPLE MSF CONTRIBUTION COVER SHEET

MultiService Forum Contribution

Contribution Number: msforum2000.001

Last Saved: 4/1/2000 5:43 p.m.

Working Group: Architecture

Title: The Importance of ABC's

Source: Contributing Company Name

Contributing Individual(s)

Contributor's phone

Contributor's fax

Contributor's email address

Abstract:

This contribution describes the various influences the ABC's have in the development of an architecture for MultiService switching services. By submitting this contribution, the representative(s) of the source company (ies) acknowledge reading and agrees to the MSF IPR Policy Statement. This contribution has been prepared to assist the MSF. This contribution is made on behalf of the source organization named above as a basis for discussion. This contribution should not be construed as a binding proposal on the contributor, who reserves the right to amend, modify, or retract the statements contained herein. "Note: Attention is called to the possibility that use or implementation of this MSF Implementation Agreement, Product Specification or Architectural Framework may require use of subject matter covered by intellectual property rights owned by parties who have not authorized such use. By publication of this Implementation Agreement, Product Specification or Architectural Framework, no position is taken by MSF or its Members with respect to the existence or validity of any intellectual property rights in connection therewith, nor does any warranty, express or implied, arise by reason of the publication by MSF of this Implementation Agreement, Product Specification or Architectural Framework. Moreover, the MSF shall not have any responsibility whatsoever for determining the existence of IPR for which a license may be required for the use or implementation of an MSF Implementation Agreement, Product Specification or Architectural Framework, or for conducting inquiries into the legal validity or scope of such IPR that is brought to its attention."

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XIII. ATTACHMENT B: SAMPLE MSF IMPLEMENTATION AGREEMENT (OR PRODUCT SPECIFICATION OR ARCHITECTURAL FRAMEWORK OR TEST PLAN) COVER SHEET

MultiService Forum

Architectural Framework

MultiService Forum

Contribution Number: msforum2001.004

Document Filename: MSF-AF-ARCH-GENERAL-002.00-STRAW

Working Group: Architecture

Title: MultiService Forum System Architecture

Editor: I.M. Swamped Contact Information: I.M.Swamped@dot.com

Working Group Chairperson: Jean Smith

Date: March 21, 2001

Abstract:

This document defines a logical model that separates control from switching and adaptation functions for voice, video, and data services. The principal focus of the MSF is definition of the interfaces and protocols between the control plane and the switching/adaptation planes and the management of this interaction. The document also gives several examples of physical implementations of this logical model. The MultiService Forum (MSF) is responsible for developing Implementation Agreements, Product Specifications or Architectural Frameworks, which can be used by developers and network operators to ensure interoperability between components from different vendors. MSF Implementation Agreements, Product Specifications and Architectural Frameworks are formally ratified via a Straw Ballot and then a Principal Member Ballot. Draft MSF Implementation Agreements, Product Specifications and Architectural Frameworks may be published before formal ratification via Straw or Principal Member Ballot. In order for this to take place, the MSF Technical Committee must formally agree that a draft Implementation Agreement, Product Specifications or Architectural Framework should be progressed through the balloting process. A Draft MSF Implementation Agreement, Product Specification or Architectural Framework is given a document number in the same manner as an Implementation Agreement. Draft Implementation Agreements, Product Specifications or Architectural Frameworks may be revised before or during the full balloting process. The revised document is allocated a new major or minor number and is published. The original Draft Implementation Agreement, Product Specifications or Architectural Framework remains published until the Technical Committee votes to withdraw it. After being ratified by a Principal Member Ballot, the Draft Implementation Agreement, Product Specifications or Architectural Framework becomes final. Earlier Draft Implementation Agreements, Product Specifications or Architectural Frameworks remain published until the Technical Committee votes to withdraw them.

DISCLAIMER

The information in this publication is believed to be accurate as of its publication date. Such information is subject to change without notice and the MultiService Forum is not responsible for any errors or omissions. The MultiService Forum does not assume any responsibility to update or correct any information in this publication. Notwithstanding anything to the contrary, neither the MultiService Forum nor the publisher make any representation or warranty, expressed or implied, concerning the completeness, accuracy, or applicability of any information contained in this publication. No liability of any kind whether based on theories of tort, contract, strict liability or otherwise, shall be assumed or incurred by the MultiService Forum, its member companies, or the publisher as a result of reliance or use by any party upon any information contained in this publication. All liability for any implied or express warranty of merchantability or fitness for a particular purpose is hereby disclaimed. The receipt or any use of this document or its contents does not in any way create by implication or otherwise: Any express or implied license or right to or under any MultiService Forum member company's patent, copyright, trademark or trade secret rights which are or may be associated with the ideas, techniques, concepts or expressions contained herein; nor Any warranty or representation that any MultiService Forum member companies will announce any product(s) and/or service(s) related thereto, or if such announcements are made, that such announced product(s) and/or service(s) embody any or all of the ideas, technologies, or concepts contained herein; nor Any commitment by a MultiService Forum company to purchase or otherwise procure any product(s) and/or service(s) that embody any or all of the ideas, technologies, or concepts contained herein; nor Any form of relationship between any MultiService Forum member companies and the recipient or user of this document.

Implementation or use of specific MultiService Forum Implementation Agreements, Architectural Frameworks or recommendations and MultiService Forum specifications will be voluntary, and no company shall agree or be obliged to implement them by virtue of participation in the MultiService Forum.

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XIV. ATTACHMENT C: SAMPLE LIAISON COVER SHEET

**MultiService Forum
Liaison Report**

MultiService Forum

Contribution Number: MSF 2000.010

Filename: MSF-LIAISON-TO-STDS-ORG

Working Group: Architecture

Title: MultiService Forum System Architecture Phase II

Editor: Joe Smith

joes@xyztelco.com

Working Group Chairperson: Jean Smith

To: STDS-ORG

Attention: Chairperson of ABC Committee in STDS-ORG

Date: December 20, 2000

Abstract:

This document defines the draft stage phase II MSF Architecture, which includes elements A, B, and C.

STATEMENT REGARDING MSF LIAISONS:

“This document has been approved by the MSF Technical Committee as a liaison to YY. The attachment is the current version, which was issued [date]. It is representative of the current state of work in the MSF XX Working Group. However, this liaison and its attachment(s) in no way binds MSF or any of the member organizations of MSF to the ideas presented. It should also be noted that this work is being submitted at this time in the interests of developing industry agreement. The MSF may revisit this work in the future and reserves the right to make additions, changes, or deletions, including complete withdrawal. We are open to receiving input from any group that is working in a related field. However, we reserve the right to request information about the purposes, membership, working methods, and policies of other bodies in order to understand how to process a proposed incoming liaison. MSF prefers to receive incoming liaisons electronically at the address liaison@msforum.org, although a paper document addressed to the MSF secretariat is also acceptable. In either case, the document should specify the MSF Working Group to which it is addressed (if known) and if possible should include the name of a person who can give a presentation on the liaison at an MSF Technical Committee or Working Group meeting. Reproduction and distribution of the material (text, diagrams, etc) included in this liaison is allowed as needed for discussion within the appropriate groups and possible use, in whole or in part, for the purposes of the organization to which this liaison is addressed. Copyright on the original material is retained by the MultiService Forum.”

XV. ATTACHMENT D: SAMPLE TECHNICAL REPORT COVER SHEET

**MultiService Forum
Technical Report Contribution**

Contribution Number:

Proposed Technical Report Number:

Working Group:

Title:

Source: Contributing Company Name

Contact Information:

Abstract:

This document is for informational purposes only and does not represent a recommendation that has been approved by the MultiService Forum Membership.

DISCLAIMER

The following is a technical report of the MultiService Forum. The information in this publication is believed to be accurate as of its publication date. Such information is subject to change without notice and the MultiService Forum is not responsible for any errors or omissions. The MultiService Forum does not assume any responsibility to update or correct any information in this publication. Notwithstanding anything contained herein to the contrary, neither the MultiService Forum nor the publisher make any representation or warranty, expressed or implied, concerning the completeness, accuracy, or applicability of any information contained in this publication. No liability of any kind whether based on theories of tort, contract, warranty, strict liability or otherwise, shall be assumed or incurred by the MultiService Forum, its member companies, or the publisher as a result of reliance upon or use by any party of any information contained in this publication. All liability for any implied or express warranty of merchantability or fitness for a particular purpose, or any other warranty, is hereby disclaimed.

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XVI. ATTACHMENT D: GUIDANCE NOTES FOR MSF MEMBERS

These notes have been compiled for your use. They bring together a number of items of “good practice” as well as requirements to be observed by Technical Committee members.

XVI.A. Meetings

Technical Committee meetings are basically informal and relaxed; however, the Board of Directors would like to draw the attention of members to a number of matters that should be observed in relation to Technical Committee meetings

XVI.A.1. Antitrust:

All members should familiarize themselves with and strictly observe the antitrust rules under which the MSF operates.

XVI.A.2. IP Policy:

All members should familiarize themselves with and strictly observe the MSF IP Policy.

XVI.A.3. Attendance Lists:

It is the responsibility of attendees at Working Groups to ensure that they sign the attendance list for the groups that they attend.

XVI.A.4. Registration:

Members are strongly requested to signify which Working Groups they plan to attend at the time they register for meetings - this is of great assistance to the organizers to help plan meeting rooms and space allocations.

XVI.B. Press Contact Policy

Currently only the Board of Directors and their designees are approved MSF speakers. Should you be contacted by the press directly regarding the MSF, please refer all calls to the MSF Management Company (info@msforum.org or 510-608-3990).

If you are appointed an MSF designee by the Board of Directors speaking on behalf of the MSF, please ensure that the material used provides a MSF view of the topics under consideration and does not provide any company specific material or references. Always make clear the capacity in which you are speaking - MSF or company - and ensure a clear separation of the material.

XVI.C. E-Mail Exploders

The MSF circulates material and information by means of e-mail exploders. For a list of all current MSF e-mail exploders, please reference the MSF web site at msforum.org. It is the responsibility of members to ensure that they let the MSF Management Company know which exploder lists they wish to be subscribed to.