

Internet2 Working Group Guidelines

Version 2.1

1. Introduction

Internet2 is an organization of higher educational institutions and partners which has the goal to advance Internet technology by establishing advanced network services and applications in a pre-commodity environment. Internet2 activities sit under the corporate umbrella of the University Corporation for Advanced Internet Development (UCAID). Work on specific services and capabilities is done in Internet2 working groups. This document describes the guidelines and procedures for formation and operation of Internet2 working groups. It also describes the relationship between Internet2 working groups and the Internet2 organizational structure.

Development activities of Internet2 are performed by committees known as working groups. Working groups tend to have a specific focus and a lifetime bounded by the completion of a specific set of tasks, although there are exceptions. Members of the working groups come from Internet2 member institutions and partners. Support for working groups is provided by Internet2 staff.

2. Working Group Formation

Internet2 working groups are the primary mechanism for Advanced Services architecture, design, implementation and documentation. A working group may be established at the initiative of an Area or Initiative Director or it may be initiated by an individual or group of individuals. Anyone interested in creating an Internet2 working group must obtain the advice and consent of the Internet2 Area Director(s) in whose area the working group would fall and must proceed through the formal steps detailed in this section. Please see Appendix D for the working group life cycle diagram. Working groups are typically created to address a specific problem or to produce one or more specific deliverables (an implementation, best practices document, etc.). Working groups are generally expected to be time-limited in nature. Upon completion of its goals and achievement of its objectives, the working group is terminated. A working group may also be terminated for other reasons (see section 4). Alternatively, with the concurrence of the Area Director, the Working Group Chair, and the working group participants, the objectives or assignment of the working group may be extended by modifying the working group's charter through a re-chartering process (see section 5).

2.1. Criteria For Formation

When determining whether it is appropriate to create a working group, the Area Director(s) will consider several issues:

- Are the issues that the working group plans to address clear and relevant to the Internet2 community?
- Are the goals specific and reasonably achievable, and achievable within a reasonable time frame?
- What are the risks and urgency of the work, to determine the level of effort required?
- Do the working group's activities overlap with those of another working group? If so, it may still be appropriate to create the working group, but the Area Directors as must consider this question carefully subdividing efforts often dilutes the available technical expertise.
- Is there sufficient interest within Internet2 in the working group's topic with enough people willing to expend the effort to produce the desired result (e.g., implementation,

writing documents)? Working groups require considerable effort, including management of the working group process, editing of working group documents, and contributing to the document text. Internet2 experience suggests that these roles typically cannot all be handled by one person; a minimum of four or five active participants in the management positions are typically required in addition to a minimum of one- or two-dozen people that will attend the working group meetings and contribute on the mailing list.

- Is there enough expertise within Internet2 in the working group's topic, and are those people interested in contributing in the working group?
- Does a base of interested campuses (end-users) appear to exist for the planned work? Campus interest can be measured by participation of end-users within the Internet2 process, as well as by less direct means.
- Does Internet2 have a reasonable role to play in the development of the technology? There are many Internet-related technologies that may be interesting to Internet2 members but in some cases Internet2 may not be in a position to affect the course of the technology in the "real world". This can happen, for example, if the technology being developed is not pertinent to higher education.
- Are all known intellectual property rights relevant to the proposed working group's efforts issues understood?
- Is the proposed work plan a standards-based effort or is it an attempt to push forth non-standards technology?
- Is there a good understanding of any existing work that is relevant to the topics that the proposed working group is to pursue? This includes work within Internet2 and elsewhere.
- Do the working group's goals overlap with known work in another organization, and if so is adequate liaison in place?
- Does the Area Director have the resources to support the working group?

Considering the above criteria, the Area Director(s), using his or her best judgment, will decide whether to pursue the formation of the group through the chartering process.

2.2. Charter

The formation of a working group requires a charter that is primarily negotiated between a prospective working group Chair and the relevant Area Director(s). A charter is a contract between a working group and Internet2 to perform a set of tasks. A charter:

1. Lists relevant administrative information for the working group;
2. Specifies the direction or objectives of the working group and describes the approach that will be taken to achieve the goals; and
3. Enumerates a set of milestones together with time frames for their completion.

When the prospective Chair(s) and the Area Director are satisfied with the charter form and content, it becomes the basis for forming a working group. Note that an Area Director may require holding an exploratory Birds-of-a-Feather (BOF) meeting, as described below, to gauge the level of support for a working group before approving the working group.

Charters may be renegotiated periodically to reflect the current status, organization or goals of the working group (see section 5). Hence, a charter is a contract between Internet2 and the working group, which is committing to meet explicit milestones and delivering specific "products".

Specifically, each charter consists of the following sections:

Working Group Name

A working group name should be reasonably descriptive or identifiable. Additionally, the group shall define an acronym or abbreviation (maximum 8 printable ASCII characters) to reference the group in Internet2 directories, mailing lists, and general documents.

Chair(s)

The working group may have one or more Chairs to perform the administrative functions of the group. The email address(es) of the Chair(s) shall be included. Generally, a working group is limited to two chairs.

Area and Area Director(s)

The name of the Internet2 area with which the working group is affiliated and the name and electronic mail address of the associated Area Director(s).

Responsible Area Director

The Area Director who acts as the primary contact for the working group.

Scribe

The scribe is responsible for taking notes of all working group meetings and conference calls and helping the group with documentation that may be produced.

Flywheel

The flywheel helps the chair drive the effort of the working group through group facilitation, tracking action items and keeping apprised of related activities.

Mailing List

An Internet2 working group must have an Internet mailing list. Most of the discussion of an Internet2 working group will be conducted on the mailing list. The working group charter must include:

1. The address to which a participant sends a subscription request and the procedures to follow when subscribing;
2. The address to which a participant sends submissions and special procedures, if any; and
3. The location of the mailing list archive. A message archive must be maintained which can be accessed via the working group web pages.

As a service to the community, the Internet2 staff will operate a mailing list and archive for a working group mailing list. Mail list archives will be available on the working group web page. Working group email lists must be in the Internet2.edu domain.

Description of Working Group

The focus and intent of the group shall be set forth briefly. By reading this section alone, an individual should be able to decide whether this group is relevant to his or her own work. The first paragraph must give a brief summary of the problem area, basis, goal(s) and approach(es) planned for the working group. This paragraph can be used as an overview of the working group's effort.

To facilitate evaluation of the intended work and to provide on-going guidance to the working group, the charter must describe the problem being solved and should discuss objectives and expected impact with respect to:

- Architecture

- Operations
- Security
- Network management
- Scaling
- Transition (where applicable)

Goals and Milestones

The working group charter must establish a timetable for specific work items. While this may be renegotiated over time, the list of milestones and dates facilitates the Area Director's tracking of working group progress and status, and it is indispensable to potential participants identifying the critical moments for input. Milestones shall consist of deliverables that can be qualified as showing specific achievement; e.g., "Implementation completed" is fine, but "discuss via email" is not. It is helpful to specify milestones for every 3-6 months, so that progress can be gauged easily. This milestone list is expected to be updated periodically (see section 5).

An example of a working group charter is included as Appendix A.

2.3. Charter Review and Approval

Once the Area Director has approved the working group charter, the charter is submitted for review and approved by all Area Directors. After approval of the working group charter and its posting on the web pages, announcement of the working group will be made to the Internet2 representative mailing lists.

3. Working Group Operation

Internet2 has basic requirements for thorough consideration of technical alternatives. Within those constraints, working groups are autonomous and each determines most of the details of its own operation with respect to session participation, reaching closure, etc. The core rule for operation is that acceptance or agreement is achieved via working group "rough consensus".

A number of procedural questions and issues will arise over time, and it is the function of the Working Group Chair(s) to manage the group process, keeping in mind that the overall purpose of the group is to make progress towards reaching rough consensus in realizing the working group's goals and objectives.

There are few hard and fast rules on organizing or conducting working group activities, but a set of guidelines and practices has evolved over time that have proven successful. These are listed here, with actual choices typically determined by the working group participants and the Chair(s).

3.1. Intellectual Property Framework

STATEMENT OF PRINCIPLES: Internet2 projects and initiatives may generate a variety of deliverables such as software, hardware, text documents, architectures, and innovations. It is the desire of Internet2 to allocate the intellectual property rights associated with these deliverables in a manner that advances the Internet2 mission and to encourage innovation and future participation in Internet2 activities by both public and private-sector organizations. The purpose of this document is to clarify the principles under which Internet2 operates with regard to intellectual property developed during the course of an Internet2 project or initiative.

The deliverables developed by Internet2 projects and initiatives should be subject to intellectual property rights that:

- Maintain and contribute to the accessible, standards-based character of the Internet, and promote appropriate, flexible, and easily administered open source arrangements.

- Encourage the broadest possible distribution of the technology.
- Encourage rapid deployment of the technology.
- Encourage members to make intellectual property developed as part of an Internet2 effort available to UCAID and members of the Internet2 community.
- In connection with commercialization and development of derivative works, promote further innovation and reflect the contributions of the community and its members to the development of that intellectual property.

These principles apply to deliverables generated by an Internet2 project or initiative. They apply to all UCAID/Internet2-supported activities, projects, and initiatives. Additionally, they apply to activities, projects, and initiatives by and between Internet2 members in the community designated as an “Internet2 Activity.” These principles do not apply where organizations are merely making use of the Internet2 network and associated communications resources (such as the Abilene network), or where the activity is not designated as an Internet2 activity.

Internet2 disclaims all warranties of any kind and all deliverables of Internet2 projects and initiatives will carry a standardized disclaimer to this effect shielding Internet2 from liability as shown in the Standard Disclaimer for Deliverables of Internet2 Projects and Initiatives.

STANDARD APPROACH: UCAID/Internet2-supported projects and initiatives are made available under a standard open source license in order to foster open use by all. The following intellectual property framework approach has been adopted for designated UCAID/Internet2 activities:

- Unless a written Non-Disclosure or Confidentiality Agreement is in effect, the following shall be deemed contributed to Internet2 Working Groups, Working Group Projects, and Internet2 Area Initiatives and Projects (with a license to use any and all intellectual property rights associated with that contribution): conversations, correspondence, and/or all documents, electronic or otherwise. In this regard, all contributions may be made freely available to the public. By virtue of the contribution, the contributor agrees that it will not pursue any action for infringement of intellectual property with respect to the contribution, or seek any payment or royalty of any kind, or transfer any intellectual property right with respect to that contribution to any third party.
- At the start of every project, participants will determine who will be the holder of the intellectual property. Internet2 prefers not to own intellectual property and will acquire the intellectual property associated with UCAID/Internet2-supported initiatives and projects only where necessary to achieve the goals set forth in the Statement of Principles
- Before beginning a project, participants must disclose any knowledge of an intellectual property claim (published, laid open, or otherwise) that may be infringed by the group’s work. The obligation is ongoing, and disclosures should contain information about the claims whenever possible [see Example 1: Standard Disclosure for Participants].
- At the start of every project, participants will indicate in writing; (1) whether or not they hold any intellectual property rights that are likely to be used in the project; and (2) the terms and conditions under which they will license any intellectual property should there prove to be no reasonable infringing alternative. This disclosure obligation is based on the respondent’s actual, personal knowledge, and does not require a respondent to conduct a search of his or her organization’s intellectual property portfolio [see Example 2: Standard Assignment for Participants].
- Projects will be distributed under a standard UCAID/Internet2 OS license [see Example 4: Standard Open Source License]. Should the project participants determine that they wish to include existing intellectual property that is not consistent with the Standard UCAID/Internet2 OS License, an alternative approach may be considered.
- Project participants must agree to this intellectual property approach in order to participate.

Attribution. Internet2 members are committed to working together toward the development and deployment of advanced networking technologies and applications and may wish to identify their activities

as Internet2 projects and initiatives. Internet2 members may engage in activities, projects, and initiatives that they designate as an Internet2 activity, and they may contribute intellectual property to Internet2. We welcome these contributions provided, however, that acceptance of such contributions is subject to our approval.

Alternative Approaches. While we encourage the use of the approach in intellectual property embodied in the Internet2 Framework, we recognize that flexibility may be needed with respect to particular projects, deliverables, and contributions. Alternative approaches should be consistent with the IP Framework principles.

32. Session Planning

For coordinated, structured working group interactions, the Chair(s) must publish a draft agenda well in advance of the actual session. The agenda should contain at least:

- The items for discussion;
- The estimated time necessary per item; and
- A clear indication of what documents the participants will need to read before the session in order to be well prepared.

Publication of the working group agenda shall include sending a copy of the agenda to the working group mailing list and on the working group web pages.

A working group will conduct much of its business via electronic mail distribution lists but may meet periodically to discuss and review task status and progress, to resolve specific issues and to direct future activities. Internet2 sponsored meetings are the primary venue for these face-to-face working group sessions, and it is common (though not required) that active "interim" face-to-face meetings, telephone conferences, or video conferences may also be held. Interim meetings are subject to the same rules for advance notification, reporting, open participation, and process, which apply to other working group meetings.

All working group sessions (including those held outside of the Internet2 sponsored meetings) shall be reported by making minutes available. These minutes should include the agenda for the session, an account of the discussion including any decisions made, and a list of attendees. The Working Group Chair is responsible for ensuring that session minutes are written and distributed, though the actual task may be performed by someone designated by the Working Group Chair. The minutes shall be submitted in electronic form for publication in the working group web pages.

3.3. Session Venue

Each working group will determine the balance of email and face-to-face sessions that is appropriate for achieving its milestones. Electronic mail permits the widest participation; face-to-face meetings often permit better focus and therefore can be more efficient for reaching a consensus among a core of the working group participants. In determining the balance, the working group must ensure that its process does not serve to exclude contribution by email-only participants. Decisions reached during a face-to-face meeting about topics or issues that have not been discussed on the mailing list, or are significantly different from previously arrived mailing list consensus must be reviewed on the mailing list.

Internet2-Sponsored Meetings

If a working group needs a session at an Internet2-sponsored meeting, the Chair must apply for time-slots as soon as the first announcement of that Internet2-sponsored meeting is made by the Internet2 staff to the WG-chairs list. Session time is a scarce resource at Internet2-sponsored meetings, so placing requests early will facilitate schedule coordination for working groups requiring the same set of experts.

Some Area Directors may want to coordinate working group sessions in their area and request that time slots be coordinated through them. If this is the case it will be noted in the Internet2 meeting announcement. A working group scheduling request must contain:

- The working group name and full title;
- The amount of time requested;
- The rough outline of the working group agenda that is expected to be covered;
- The estimated number of people that will attend the working group session;
- Related working groups that should not be scheduled for the same time slot(s); and
- Optionally a request can be added for the working group session to be transmitted over the Internet in audio and video.

It can be quite useful to conduct email exchanges in the same manner as a face-to-face session, with published schedule and agenda, as well as on-going summarization and consensus polling. Many working group participants hold that mailing list discussion is the best place to consider and resolve issues and make decisions. The working group itself makes the choice of operational style. It is important to note, however, that Internet email discussion is possible for a much wider base of interested persons than is attendance at Internet2 sponsored meetings, due to the time and expense required to attend.

As with face-to-face sessions occasionally one or more individuals may engage in behavior on a mailing list that disrupts the working group's progress. In these cases the Chair should attempt to discourage the behavior by communication directly with the offending individual rather than on the open mailing list. If the behavior persists then the Chair must involve the Area Director in the issue. As a last resort and after explicit warnings, the Area Director may request that the offending individual be removed from the working group.

3.4. Session Management

Working groups make decisions through a "rough consensus" process. Internet2 consensus does not require that all participants agree although this is, of course, preferred. In general, the dominant view of the working group shall prevail. (However, it must be noted that "dominance" is not to be determined on the basis of volume or persistence, but rather a more general sense of agreement.) Consensus can be determined by a show of hands, humming, or any other means on which the working group agrees (by rough consensus, of course). Note that 51% of the working group does not qualify as "rough consensus" and 99% is better than rough. It is up to the Chair to determine if rough consensus has been reached.

It can be particularly challenging to gauge the level of consensus on a mailing list. There are two different cases where a working group may be trying to understand the level of consensus via a mailing list discussion. But in both cases the volume of messages on a topic is not, by itself, a good indicator of consensus since one or two individuals may be generating much of the traffic.

In the case where a consensus that has been reached during a face-to-face meeting is being verified on a mailing list the people who were in the meeting and expressed agreement must be taken into account. If there were 100 people in a meeting and only a few people on the mailing list disagree with the consensus of the meeting then the consensus should be seen as being verified. Note that enough time should be given to the verification process for the mailing list readers to understand and consider any objections that may be raised on the list. A normal two week last-call period should be sufficient for this.

The other case is where the discussion has been held entirely over the mailing list. The determination of the level of consensus may be harder to do in this case since most people subscribed to mailing lists do not actively participate in discussions on the list. It is left to the discretion of the working group chair how to evaluate the level of consensus. The most common method used is for the working group chair to state what he or she believes to be the consensus view and, at the same time, requests comments from the list about the stated conclusion.

The challenge to managing working group sessions is to balance the need for fair consideration of the issues against the need to make forward progress. The working group, as a whole, has the final responsibility for striking this balance. The Chair has the responsibility for overseeing the process but may delegate direct process management to a formally designated Facilitator.

It is occasionally appropriate to revisit a topic, to re-evaluate alternatives or to improve the group's understanding of a relevant decision. However, unnecessary repeated discussions on issues can be avoided if the Chair makes sure that the main arguments in the discussion (and the outcome) are summarized and archived after a discussion has come to conclusion. It is also good practice to note important decisions/consensus reached by email in the minutes of the next 'live' session, and to summarize briefly the decision-making history in the final documents the working group produces.

To facilitate making forward progress, a Working Group Chair may wish to decide to reject or defer the input from a member, based upon the following criteria:

Old

The input pertains to a topic that already has been resolved and is redundant with information previously available;

Minor

The input is new and pertains to a topic that has already been resolved, but it is felt to be of minor import to the existing decision;

Timing

The input pertains to a topic that the working group has not yet opened for discussion; or

Scope

The input is outside of the scope of the working group charter.

3.5. Contention and Appeals

Disputes are possible at various stages in the working group. As much as possible the process is designed so that compromises can be made, and genuine consensus achieved; however, there are times when even the most reasonable and knowledgeable people are unable to agree. To achieve the goals of fairness, such conflicts must be resolved by a process of review and discussion.

4. Working Group Termination

Working groups are typically chartered to accomplish a specific task or tasks. After the tasks are complete, the group will be disbanded. However, if a working group implements an advanced service, the working group will frequently become dormant rather than disband (i.e., the working group will no longer conduct formal activities, but the mailing list will remain available to review implementation status.)

If, at some point, it becomes evident that a working group is unable to complete the work outlined in the charter, or if the assumptions the work was based on have been modified in discussion or by experience, the Area Director, in consultation with the working group can either:

1. Re-charter to refocus its tasks;
2. Choose new Chair(s);
3. Become dormant; or
4. Disband.

5. Re-Chartering a Working Group

Updated milestones are renegotiated with the Area Director as needed, and then are updated on the working group web page. Re-chartering (other than revising milestones) a working group follows the same procedures that the initial chartering does (see section 2). The revised charter must be submitted to the Area Director's approval. As with the initial chartering, the Area Directors may approve new charter as-is, it may request that changes be made in the new charter (including having the working group continue to use the old charter), or it may decline to approve the re-chartered working group. In the latter case, the working group is disbanded.

6. Working Group Roles

Working groups require considerable care and feeding. In addition to general participation, successful working groups benefit from the efforts of participants filling specific functional roles. The Area Director must agree to the specific people performing the Working Group Chair, and they serve at the discretion of the Area Director. Before a working group is approved, the chair, scribe, and flywheel must be identified.

6.1. Working Group Chair

The Working Group Chair is concerned with making forward progress through a fair and open process, and has wide discretion in the conduct of working group business. The Chair must ensure that a number of tasks are performed, either directly or by others assigned to the tasks.

The Chair has the responsibility and the authority to make decisions, on behalf of the working group, regarding all matters of working group process and staffing. The Area Director has the authority and the responsibility to assist in making those decisions at the request of the Chair or when circumstances warrant such an intervention.

Because of the critical role of the Working Group Chair, a written agreement between the Chair's employer and Internet2 will be required. This agreement will specify the percentage of the Chair's time that the Chair's home institution will allocate to perform the duties of chairing the Internet2 Working Group.

Institutions providing an Internet2 Working Group Chair will benefit in several ways. The institution will be viewed as a leader in the advancement of Internet2. The Working Group Chair will be current on the latest Internet technology and will help advise the institution in its technological direction. The institution will be featured in many of the Internet2 presentation and publications.

The Chair's responsibility encompasses at least the following:

Ensure working group process and content management

The Chair has ultimate responsibility for ensuring that a working group achieves forward progress and meets its milestones. The Chair is also responsible to ensure that the working group operates in a fair manner. The Chair with the help of the Scribe and the Flywheel will perform all management-related activities. Process functions will be handled by the Scribe and the secretarial functions by the Scribe. Process management pertains strictly to the style of working group interaction and not to its content. It ensures fairness and detects redundancy. The secretarial function encompasses document editing. It is quite common for a working group to assign the task of specification Editor to one or two participants. Sometimes, they also are part of the design team, described below. (see Appendix C for further information on support available to working groups from Internet2 staff).

Moderate the working group email list

The Chair should attempt to ensure that the discussions on this list are relevant and that they converge to consensus agreements. The Chair should make sure that discussions on the list are summarized and that the outcome is well documented (to avoid repetition). The Chair also may choose to schedule organized on-

line "sessions" with agenda and deliverables. These can be structured as true meetings, conducted over the course of several days (to allow participation across the Internet).

Organize, prepare and chair face-to-face and on-line formal sessions.

Plan working group sessions

The Chair must plan and announce all working group sessions well in advance (see section 3.1).

Communicate results of sessions

The Chair and/or Scribe must ensure that minutes of a session are taken and that an attendance list is circulated (see section 3.1). Immediately after a session, the Working Group Chair must provide the Area Director with a very short report (approximately one paragraph, via email) on the session.

Distribute the workload

Of course, each working group will have participants who may not be able (or want) to do any work at all. Most of the time a few dedicated participants do the bulk of the work. It is the task of the Chair to motivate enough experts to allow for a fair distribution of the workload.

Apply the Intellectual Property Framework to the activities of the working group

The chair will ensure that all working group members are aware of the Framework and agree. The chair, in consultation with the Area Director, will determine when it is necessary to clearly specify intellectual property rights. It is the task of the chair to ensure that participants disclose any knowledge of an intellectual property claim and that the appropriate forms are completed and sent to the Area Director.

Document development

Working groups produce documents and documents need authors. The Chair must make sure that authors of working group documents incorporate changes as agreed to by the working groups (see section 6.3).

Document publication

The Chair and/or Document Editor will work to ensure document conformance with Internet2 publication requirements and to coordinate any editorial changes suggested by the Internet2 Communications Staff. A particular concern is that all participants are working from the same version of a document at the same time. All publication is via the working group web pages.

Document implementations

The Chair is responsible for documenting the specific implementations that are defined in the documents. This includes status along with documentation about testing of the interoperation of these implementations.

6.2. Working Group Scribe

Taking minutes and editing working group documents often is performed by a specifically-designated participant or set of participants. In this role, the Scribe's job is to record working group decisions, rather than to perform basic specification.

6.3. Document Editor

Working groups may focus their efforts on a document, or set of documents, that capture the results of the group's work. A working group generally designates a person or persons to serve as the Editor for a particular document. The Document Editor is responsible for ensuring that the contents of the document accurately reflect the decisions that have been made by the working group.

As a general practice, the Working Group Chair and Document Editor positions are filled by different individuals to help ensure that the resulting documents accurately reflect the consensus of the working group and that all processes are followed.

6.4. Working Group Flywheel or Facilitator

Flywheels^{1,2} assist in and help drive important efforts within the Internet2 community. It is recommended to assign the role of "process management" to one participant. Their role is to oversee the nature, rather than the content, of participant interactions. They keep an eye on the process by making sure that the action items and minutes are distributed. They watch for the need for additional resources and recognize when closure is needed. They assist the chair as needed and ensure that the logistics are attended to and that all members are engaged in the working group activities. They participate in all calls and meetings to keep the discussion moving in a productive way.

6.5. Design Teams

It is often useful, and perhaps inevitable, for a sub-group of a working group to develop a proposal to solve a particular problem. Such a sub-group is called a design team. In order for a design team to remain small and agile, it is acceptable to have closed membership and private meetings. Design teams may range from an informal chat between people in a hallway to a formal set of expert volunteers that the Working Group Chair or Area Director appoints to attack a controversial problem. The output of a design team is always subject to approval, rejection or modification by the working group as a whole.

6.6. Working Group Consultant

At the discretion of the Area Director, a Consultant may be assigned to a working group. Consultants have specific technical background appropriate to the working group and experience in Internet architecture and Internet2 process.

6.7. Area Director

Area Directors are responsible for ensuring that working groups in their area produce coherent, coordinated, architecturally consistent and timely output as a contribution to the overall results of Internet2. It is the task of the Area Director to review the intellectual property right specification for each project and to maintain a file of the disclosure and assignment forms. Annually, the Area Director will review the progress of the working group with the chair to determine if the working group should continue, needs its charter to be amended, go dormant or be disbanded.

¹ Flywheel: a heavy wheel for opposing and moderating by its inertia any fluctuation of speed in the machinery with which it revolves; also: a similar wheel used for storing kinetic energy (as for motive power). Merriam-Webster's Collegiate Dictionary Main Entry Date: 1784

² Flywheel: a heavy wheel that stores kinetic energy and smoothes the operation of a reciprocating engine. Hypertext Webster Gateway: "flywheel". From WordNet © 1.6 (wn)

7. Working Group Documents

7.1. Session Documents

All relevant documents to be discussed at a session should be published and available on the working group web pages at least two weeks before a session starts. Any document which does not meet this publication deadline can only be discussed in a working group session with the specific approval of the working group chair(s). Since it is important that working group members have adequate time to review all documents, granting such an exception should only be done under unusual conditions. The final session agenda should be posted to the working group mailing list at least two weeks before the session and posted on the working group web pages.

7.2. Working Group Drafts

The Working Group Drafts directory is a section of the working group web pages that provides a resource for posting and disseminating in-process copies of working group documents. It is encouraged that draft documents be posted as soon as they become reasonably stable.

7.3. Working Group Publication and Information

The working group charter, mailing list archive, documents and other information shall be made available on the working group web pages. The working group home web page will reside on the Internet2 server. The Working Group home page will follow the template for working group web pages (See Appendix B). The Working Group Chair will have access to the files of the web page to do additions and maintenance. Optionally the Working Group Chair may submit information to the Internet2 Communications Staff and request an update of the web pages. Additional pages may be located on the Internet2 web server or other server of the Working Group Chair's choosing. If the Internet2 web server is used for the auxiliary pages, the Internet2 Communications Staff can again be used for formatting and maintenance of the pages (see Appendix C).

7.4. Working Group Last-Call

When a working group decides that the results of their work is ready for publication or distribution, it may be submitted to the Area Directors for consideration. Results may be of the types: collection, dataset, event, image, interactive resource, service, software, text, or physical object. In most cases, the Working Group Chair will issue a working group Last-Call, when the working group has determined that a document is ready for publication. The decision to issue a working group Last-Call is at the discretion of the Working Group Chair working with the Area Director. A working group Last-Call serves the purpose of ensuring consensus of the group.

7.5 Document Guidelines and Document Library

Once the last call has been issued and the results are ready for publication or distribution, the results must be submitted by the Working Group Chair to the Virtual Technology Team (VTT) and to the Internet2 Librarian. The results must be formatted according to the document guidelines found at <http://docs.internet2.edu>.

7.6 Review of Documents

The VTT along with the Internet2 Librarian will review all documents before they are added to the Internet2 document library.

8. Acknowledgments

This document has borrowed heavily from RFC 2418 - IETF Working Group Guidelines and Procedures, Editor: S. Bradner

9. Editor's Address

Russ Hobby
UC Davis
Communications Resources.
Davis, CA 95616
USA
Phone +1 530 752 0236
Email: rdhobby@internet2.edu.

Appendix A: Sample Working Group Charter

Working Group Name:
IP Optical

Internet2 Area:
Backbone Area

Chair(s):
Mark Johnson mj@ncren.net
David Richardson dr@washington.edu

Backbone Area Director:
Steve Corbato corbato@internet2.edu

Scribe: Christian Todorov

Flywheel: Rick Summerhill

Mailing Lists:
General Discussion: wg-ipoptical@internet2.edu
To Subscribe: listproc@internet2.edu with “subscribe wg-ipoptical<your name>” in the message body
Archive: <http://mail.internet2.edu/guest/archives/wg-ipoptical/>

Description of Working Group:

Objectives

The Internet2 IP Optical working group addresses issues broadly related to the integration of routed IP networks and optical transport systems. The objectives of the working group include:

- Raise the level of knowledge about IP Optical integration within the Internet2 community;
- Advocacy with vendors and providers;
- Advise UCAID as Internet2 backbones begin to integrate with optical systems;
- Develop sample architectural and operational models for IP+Optical systems in member networks.
- To meet these objectives, the IP Optical working group will work closely with the Quilt Regional Fiber project, Internet2 E2E Performance Initiative, and the IETF Sub-IP Area.

Milestones:

- Architectural white paper, August Jt. Techs.

Appendix B. Template for Working Group Web Pages

Internet2 Sample Working Group

WG Charter

Charter for Sample WG goes here.

Hot Topics

Topic 1 of Sample WG
Topic 2 of Sample WG

General Information

Mailing list: wg-xxx@internet2.edu
Subscribe by sending
subscribe wg-xxx *Your Name*
to listproc@internet2.edu

Working Group Members

Chair: George Internut, internut@ux.edu
List of Members]

WG Archives

List hot topics here]

Appendix C. Working Group Support

Working Group Support

This section describes the support resources Internet2 will make available to working groups and other formally chartered Internet2 member groups. Some of the resources listed are optional, in that the working group chair and/or relevant Area Director may conclude they aren't necessary or that they can be obtained from another source (e.g., a member institution, another organization with which Internet2 is partnering in this area, etc.). It is important to note that these resources are provided as support to the WG Chair, Document Editor, Scribe, and other roles assumed by members of the WG. They are not intended to replace any of these WG roles except by special exception from the appropriate Internet2 Area Director.

Collaboration

Mailing Lists

Internet2 staff will operate a mailing list and archive for a working group mailing list. Mail list archives will be available on the working group web page.

Working Group information

Internet2 staff will make basic Working Group information available on the Internet2 website. This includes the WG Charter, Description, Goals and Milestones, and Participants. As documents are published on the WG webpages, these will be linked appropriately to the main Internet2 website.

Working Group discussion groups

The WG Chair may request help from Internet2 staff to set up an online, web-based discussion group. This will work best in cases where there is a specific task to accomplish by a certain deadline, as opposed to being a general forum for discussion.

Working Group Meetings

In most cases Working Group meetings will occur as part of Member Meetings or Joint Techs meetings. However, there may be cases where it's useful for the Working Group to hold an independently scheduled meeting. For these occurrences, the Chair can request meeting planning support from Internet2.

Agreement to provide these resources will be made based on a mutual assessment of the need for such a meeting, and what other options exist, such as a video or audio conference. For face-to-face meeting, requests should be made at least [six] months in advance of the meeting to ensure that an appropriate venue can be found. Meeting planning support includes procuring meeting space and hotel accommodations; advance and onsite registration; food and beverage; meeting materials and signage; A/V equipment; transportation; social events; billing and vendor agreements associated with these arrangements; and other tasks specific to the particular meeting. Support for virtual meetings can be requested of Internet2 staff as well, through the Area Director.

Dissemination

Website

The Working Group Chair can request support from the Internet2 Communications Staff for updating documents and other Working Group information on the website. Internet2 Communications Staff can also be asked to format and maintain the website pages.

Document Publishing

A Working Group Chair, in consultation with the Area Director and the Document Editor, can request writing assistance from Internet2 to help compile information, draft sections, or draft whole documents.

The writer may also be asked to organize and publish information on the WG website. Writing assistance can also be requested to perform the scribe function. In addition to or instead of a dedicated writer, other Internet2 Communications Staff can provide overall editing support to final versions of documents.

Administrative Support

Working Group Chairs can request assistance from Internet2 staff in managing the overall functioning of the Working Group, in the form of an administrative staff person. Responsibilities for this person could include: ensuring that the Internet2 membership in general knows what opportunities currently exist for participation in the working group and how to find out more information on its activities; orienting new members to the charter, milestones and expectations of the Working Group; ensuring that all members know when meetings and discussions are being held; providing support to the chair(s) for organizing and conducting Working Group meetings; and working with Internet2 communications staff on maintaining current information about the Working Group and its activities.

An administrative support staff member can be assigned based on an assessment of the need and the particular stage in the Working Group's evolution. For example, administrative support may be helpful in getting the WG established and functioning, or at a point when a critical milestone is approaching. In general, Internet2 expects to supply a dedicated fraction of an administrative support person for a sufficient time period to allow good integration into the group.

Financial Resources

Internet2 may pay travel for Working Group chairs for specific activities, as negotiated with the relevant Area Director. Financial arrangements in general are made at the discretion of the Area Director based on an assessment of what's needed to ensure success of the Working Group and full commitment by the chair.

Appendix D. Working Group Life Cycle

