



The Printer Working Group

August 4, 2023
PWG Process

PWG Process 4.0

Status: Approved

Abstract: This document defines the process that guides and controls the work of the Printer Working Group, an organization developing open standards for the Print, Imaging, Multifunction Device, and related service industries.

This document is available electronically at:

<https://ftp.pwg.org/pub/pwg/general/process/pwg-process-4-20230804.docx>
<https://ftp.pwg.org/pub/pwg/general/process/pwg-process-4.pdf>

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Title: *PWG Process 4.0*

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1. Introduction

This document defines the composition of the Printer Working Group (PWG), and the processes used to perform the work of the PWG, including:

1. Types of PWG Documents, and the PWG Process and PWG Policy document types;
2. PWG Document development and approval procedures;
3. PWG Workgroup decision making procedures;
4. PWG organization, including PWG Officers, Workgroup Officers, and PWG Membership;
5. PWG Meetings and Workgroup Meetings;
6. PWG Communications Infrastructure; and
7. PWG Document publishing procedures.

2. Terminology

2.1 Conformance Terminology

Capitalized terms, such as MUST, MUST NOT, RECOMMENDED, REQUIRED, SHOULD, SHOULD NOT, MAY, and OPTIONAL, have special meaning relating to conformance [BCP14].

2.2 Other Terminology

Document Editor: The individual responsible for publishing drafts of a PWG Document incorporating their own work as well as contributions from others. [PWG-ROLES]

PWG Chair: Organizes the activities of the PWG and oversees the PWG's high-level operations. [PWG-ROLES]

PWG Document: A document produced by the PWG and approved via one of the PWG's document approval procedures.

PWG Membership: The set of individuals and organizations that are members of the PWG.

PWG Officer: PWG Chair, PWG Vice-Chair, PWG Secretary.

PWG Secretary: Records and distributes the minutes of all PWG plenary sessions and PWG Steering Committee meetings, to support the PWG Chair. [PWG-ROLES]

PWG Steering Committee: Oversees the implementation of all PWG procedures and policies. [PWG-ROLES]

PWG Vice Chair: Aids the PWG Chair with their duties and fills in for the PWG Chair in cases of absence. [PWG-ROLES]

PWG Voting Member: A PWG Member who has a current membership that includes voting rights and that has paid their current membership dues.

Workgroup: A PWG development team tasked by the PWG Steering Committee with producing solutions detailed in that Workgroup's Charter.

Workgroup Officer: Oversees the activities of a PWG Workgroup. [PWG-ROLES]

2.3 Acronyms and Organizations

IANA: Internet Assigned Numbers Authority, <https://www.iana.org/>

IETF: Internet Engineering Task Force, <https://www.ietf.org/>

ISO: International Organization for Standardization, <https://www.iso.org/>

PWG: IEEE ISTO Printer Working Group, <https://www.pwg.org/>

SC: PWG Steering Committee

SDO: Standards Development Organization

3. PWG Document Types

The PWG Document Management Policy [PWG-DOCS] defines the types of standards and informational PWG Documents developed and published by the PWG. The two exceptions are the PWG Process and PWG Policy document types. The development and adoption procedures for these document types are defined below.

3.1 PWG Process

The PWG Process document defines the fundamental structure and operating procedures of the PWG. The PWG Steering Committee updates the PWG Process. A draft PWG Process document is adopted once it has been approved via the PWG Formal Approval procedure defined in PWG Document Management Policy [PWG-DOCS].

3.2 PWG Policy

A PWG Policy document defines details for a PWG operating procedure not defined in the PWG Process. The PWG Steering Committee creates and updates PWG Policy documents.

A draft PWG Policy document is adopted once it has been approved by the PWG Steering Committee.

PWG Policy documents remain in force until the PWG Steering Committee decides that a PWG Policy document is no longer applicable or active, at which time the PWG Policy document status is updated to Obsolete. A PWG Policy document cannot be deprecated for obvious reasons.

4. PWG Document Development and Approval

The PWG Document Management Policy [PWG-DOCS] defines the development stages of a draft PWG Document and defines the procedures for approving a stable draft PWG Document.

5. PWG Workgroup Decisions

The PWG Workgroup Decisions Policy [PWG-WG-DECIDE] defines the procedures used by a PWG Workgroup to approve Workgroup decisions.

6. Organization of the PWG

PWG Roles & Responsibilities [PWG-ROLES] describes in detail the roles below as well as other roles ancillary to the PWG.

6.1 PWG Officers

The PWG Officers are the PWG Chair, PWG Vice-Chair, and PWG Secretary. PWG Roles & Responsibilities [PWG-ROLES] describes their roles and responsibilities in detail.

6.2 PWG Steering Committee

The PWG Steering Committee oversees the implementation of all PWG procedures and policies. The PWG SC is composed of the PWG Officers, all PWG Workgroup Officers, and chairs of inactive PWG Workgroups. PWG Roles & Responsibilities [PWG-ROLES] describes the PWG Steering Committee's roles and responsibilities in detail.

The PWG Steering Committee can hold confidential meetings and PWG Steering Committee members can communicate confidentially with one another and with outside parties to accomplish PWG governance. The PWG Steering Committee publishes publicly available minutes of PWG Steering Committee meetings without disclosing confidential details.

The PWG Steering Committee approves decisions and documents via consensus based on a simple majority of those voting. Either the PWG Chair or the PWG Vice-Chair must be present for all consensus decisions.

To handle exceptional cases, the Steering Committee MAY decide that one or more of the steps in the PWG Document development procedures can be eliminated or its duration shortened.

6.3 PWG Workgroups

A PWG Workgroup develops PWG Documents. The PWG SC creates a new PWG Workgroup and provides it with a charter. Each PWG Workgroup updates its Workgroup Charter as needed. A PWG Workgroup is active until the PWG SC deactivates it.

Each PWG Workgroup has a Workgroup Chair, a Workgroup Vice-Chair or Workgroup Co-Chair, and a Workgroup Secretary as its leadership officers. PWG Roles & Responsibilities [PWG-ROLES] describes their roles and responsibilities in detail.

6.4 IETF Designated Experts

The PWG depends on Internet Engineering Task Force (IETF) Designated Experts to add, delete, and / or modify entries in IANA registries maintained by the PWG. The PWG Steering Committee ensures continuing IETF Designated Expert support for these registries. PWG Roles & Responsibilities [PWG-ROLES] describes the IETF Designated Experts' roles and responsibilities in detail.

6.5 PWG Members

PWG Members are those organizations or individuals that have paid their current membership dues and agreed to participate and abide by the PWG Membership Agreement [PWG-MEMBERSHIP] as well as this PWG Process 4.0 , PWG Policy on Intellectual Property and Confidentiality [PWG-IP], and PWG Antitrust Policy [PWG-ANTITRUST].

6.5.1 Membership Categories

The PWG Membership Policy [PWG-MEMBERS] lists PWG membership categories and their associated voting rights and dues schedule.

6.5.2 PWG Voting Members

A PWG Voting Member is a PWG Member [PWG-MEMBERS] who has a current membership level that includes voting rights, and who has paid their current membership dues.

7. PWG Meetings

The PWG Meetings Policy [PWG-MEETINGS] defines the conventions for scheduling and hosting PWG Meetings.

8. PWG Communications Infrastructure

The PWG Communications Policy [PWG-COMM] defines the requirements to support the work of the PWG and its Workgroups, such as Workgroup web pages, mailing lists, and file sharing resources.

9. Publication of PWG Documents

All PWG Documents described in Section 3 "PWG Document Types" MUST be published on the PWG FTP site in either PDF or HTML format, in a durable location with well-known path after achieving the appropriate Last Call and/or Formal Approval, according to the approval methods defined in the PWG Document Management Policy [PWG-DOCS]. The file name of the document MUST follow the conventions defined in PWG Namespace Policy [PWG-NAMING]. The source document used to produce the PDF or HTML MUST also be published in a similar manner and in an appropriate location on the FTP site.

All new drafts made available on the PWG FTP site SHOULD be announced via a notice posted to the relevant Workgroup mailing list(s), as per Workgroup Officer or Steering Committee guidance.

10. Overview of Changes

10.1 Process 4.0

PWG Process 4.0 started with Process 3.0 content for inspiration but was otherwise completely rewritten to modernize its structure and focus on the products of the PWG.

10.2 Process 3.0

The PWG Process used since 2009 [PWG-PROCESS-3].

11. References

11.1 Normative References

[BCP14] S. Bradner, "Key words for use in RFCs to Indicate Requirement Levels", RFC 2119/BCP 14, March 1997, <https://www.rfc-editor.org/info/bcp14>

[PWG-MEMBERSHIP] Printer Working Group, "PWG Membership Agreement", April 2021, <https://ftp.pwg.org/pub/pwg/general/process/pwg-membership-agreement-form.pdf>

- [PWG-ANTITRUST] Printer Working Group, "PWG Antitrust Policy", April 2021, <https://ftp.pwg.org/pub/pwg/general/process/pwg-antitrust-policy.pdf>
- [PWG-COMM] Printer Working Group, "PWG Communications Policy", May 2023, <https://ftp.pwg.org/pub/pwg/general/process/pwg-comm-policy.pdf>
- [PWG-DOCS] Printer Working Group, "PWG Document Management Policy", May 2023, <https://ftp.pwg.org/pub/pwg/general/process/pwg-document-management-policy.pdf>
- [PWG-IP] Printer Working Group, "The Printer Working Group Policy on Intellectual Property and Confidentiality", January 2009, <https://ftp.pwg.org/pub/pwg/general/process/pwg-ip-policy.pdf>
- [PWG-MEETINGS] Printer Working Group, "PWG Meetings", May 2023, <https://ftp.pwg.org/pub/pwg/general/process/pwg-meetings-policy.pdf>
- [PWG-MEMBERS] Printer Working Group, "PWG Membership Policy", May 2023, <https://ftp.pwg.org/pub/pwg/general/process/pwg-membership-policy.pdf>
- [PWG-NAMING] Printer Working Group, "PWG Namespace Policy", July 2020, <https://ftp.pwg.org/pub/pwg/general/process/pwg-namespace-policy.txt>
- [PWG-ROLES] Printer Working Group, "PWG Roles and Responsibilities", May 2023, <https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy.pdf>
- [PWG-WG-DECIDE] Printer Working Group, "PWG Workgroup Decisions Policy", May 2023, <https://ftp.pwg.org/pub/pwg/general/process/pwg-workgroup-decisions-policy.pdf>

11.2 Informative References

- [PWG-PROCESS-3] Printer Working Group, "The Printer Working Group Definition of the Standards Development Process Version 3.0", January 2009, <https://ftp.pwg.org/pub/pwg/general/process/pwg-process30.pdf>

12. Authors

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