Standards Track Event Requirements
Version 1.1

1. Introduction

This document is a working document with two purposes:

1. To establish a framework for discussing the requirements the Standards Council would like taken into consideration as each GGF event is arranged.

2. To collate the outcome of those discussions and communicate those outcomes to others, e.g. other members of GFSG and those arranging events.

The work was initiated after informal discussions at GGF15 in Boston, USA and a more formal discussion in the ESC meeting in Boston. The target is to complete the discussion by mid November 2005. The interim conclusions will be communicated to the Events Steering Committee. This could also lead to discussions at the F2F in January 2006 and an informational paper.

There is no implication that because an item is raised in this questionnaire that it has not been previously provided or that there is automatically a presumption that it should be provided.

2. Rubric

The following notes are intended to help with the interpretation of the main text, they describe the structure and the notation.

1. There are more questions here than we can address in one standards conference call.

2. Each question is presented as three parts: Question n; Putative Answer n and Notes n.

3. The Putative answers have parts. These are not alternative answers. They are components to the answer. So we could decide to adopt some components, omit some components and leave some as "we don't have strong views on this" to form our answers. The notes have corresponding parts where I collect comments - they may be an empty place holder.

4. All answers are open to improvement. Many are based on Cees' original wish list and other people's addenda to that list, e.g. comments at the GGF16 PC meeting and discussions with Dave Snelling.

5. Accumulated votes "for", "against" & "don't care" are shown against each putative answer part in a table following each question.

6. A rating of importance is also shown, in the final column with the following encoding: **M** ⇒ **M**andatory; **SD** ⇒ **S**trongly **D**esirable; **D** ⇒ **D**esirable and **NY** ⇒ **N**ot **Y**et Decided.

3. Question 1: Pattern of Time Allocation

What pattern of time allocation do standards workers want at *each* GGF?

3.1. Putative Answer: Pattern of Time Allocation

A regular pattern was considered highly desirable by many. We recognize that we may need *minor* adaptation to accommodate special circumstances at particular GGFs. E.G. not all requirements can be implemented for GGF16 as prior commitments have been made and some GGFs do not start on a Monday.

The following work pattern was suggested:

1. Sunday afternoon: tutorials
2. Sunday evening: welcome reception
3. Monday morning: opening
4. Monday, Tuesday & Wednesday: entire day: WG & RG sessions
5. Tuesday lunch: town hall with open mike and steering group up front
6. Wednesday: end of day standards wrap up and closing

3.2. Notes: Pattern of Time Allocation

1. Tutorials and Standards update could serve skill & knowledge development for both standards & community - e.g. a summary of where we are now in standards to help coordinate, or a presentation on OGSA so that WGs were informed of its available context and vocabulary.
2. Monday evening is also suggested by ESC.
3. Openings need to be short, motivating & inclusive
4. Standards are happy for there to be a keynote for first 90 minutes each day when there would be no standards WGs scheduled - they are not happy with plenary sessions interrupting WG activity at other times of the day.
5. Listen and make few responses - just show we hear.
6. Not on Cees' list but I think it valuable - see later - should show progress and integrate and demonstrate the standards work.

3.3. Summary of Discussion: Pattern of Time Allocation

Pattern of Time Allocation					
Num.	Proposed Part	For	Agin	DC	Imp.
1	Sunday afternoon tutorials and standards update				
2	Sunday evening welcome reception				
3	Monday first thing Short plenary welcome				
4	Mon., Tues. & Wed. full-day parallel standards sessions – ≤1 plenary keynote at start of day only				
5	Tuesday lunch Town Hall to listen				
6	Wednesday CoB Standards Wrap up and closing				