OCAF
a focus group of ITU-T

Open
Communication
Architecture
Forum

Open Communications Architecture Forum
OCAF Focus Group

Working methods, procedures and guidelines

The Open Communications Architecture Forum is and will be an open and fair organization to all member companies, other companies and the environment at large.

FOREWORD

This document builds on ITU-T Recommendation A.7 and provides the specific methods and procedures for OCAF FG.

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OCAF Focus Group: Working methods, procedures and guidelines

1 Scope

The objective of OCAF Focus Group (OCAF FG) is to agree on specifications for a set of components for a new carrier grade open platforms that will accelerate deployment of Next Generation Network (NGN) infrastructure and services. The specifications will encourage the development of and availability of low cost standardized Commercial Off-the-Shelf (COTS) components to be integrated into the platform. Additional details on OCAF can be found in the OCAF Charter and the terms of reference are in Appendix A.

2 Establishment, terms of reference and leadership

2.1 Establishment

The OCAF Focus Group has been established with the support of the Focus Group Review Committee (FRGC), composed by the leadership of Study Group 13, the Director of TSB and the Chairman of TSAG. This decision was taken following the proposal received from OCAF Founding Members and after the consideration of ITU-T Recommendation A.7, clause 2.1.1. The parent study group is ITU-T Study Group 13.

2.2 Leadership

A chairman (Mr. Douglas Dreyer) and vice-chairman (Mr. Subhash Patel) have been nominated by OCAF Founding Members and approved by the FGRC. Initially, the OCAF Board of Directors (BoD) will be comprised of all Founding Members, new members can be added with a two-thirds (2/3) majority of the BoD. After the initial formation of the OCAF Focus Group, subsequent management appointments will be made by the OCAF BoD as specified in Section 10.1. New appointments and changes will be reported to the parent study group.

3 Participation

Participation is open to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations.

Participation in the OCAF Focus Group should not be used as an alternative to ITU membership.

A list of participants is to be maintained for reference purposes and reported to the parent study group. Participation requires member companies to abide by this Procedure and sign the OCAF Multi-Party Nondisclosure Agreement (NDA).

4 General financing of focus groups

The OCAF Focus Group will not draw on ITU-T funds or resources except for the use of electronic facilities provided by the ITU (e.g., TIES), and for those situations where deliverables and progress reports are made available to ITU-T, as in clause 10.

OCAF members that are not ITU(-T) members may be required to pay a fee, determined by the TSB, for the use of the OCAF Focus Group electronic facilities provided by the ITU.

4.1 Financing of meetings

It is expected that financing of meetings and their preparation be accomplished by volunteer hosting by OCAF members.

5   Administrative support

The OCAF Focus Group will provide its own method of financing administrative support between meetings.

Appendix B contains information of electronic facilities available from the TSB for supporting the OCAF Focus Group.

6   Meeting logistics

The frequency and location of meetings will be decided by the OCAF Focus Group management. Meeting announcements for face to face meetings shall be made, at least 2 months prior to the start of a meeting. The meeting announcement may be made via email list and posting on the OCAF web site. The meeting agenda for all meetings shall be made available at least one month prior to the start of a meeting. Electronic Document Handling methods should be used as much as possible to advance the work rapidly, e.g. by using electronic conferences, World Wide Web etc.

7   Working language

The language to be used in meetings and documents will be English.

8   Technical contributions

Any participant may submit a technical contribution directly to the Focus Group one (1) week prior to a scheduled meeting of the Focus Group or its Working Groups and Task Groups. Electronic document transfer methods should be used. Details for document submission will be made available on the OCAF FG web site.

The submission of contributions to the OCAF Focus Group, other than those marked as Confidential by the submitter, will constitute an implicit license for the OCAF Focus Group to include the applicable text in its deliverables.

9   Patent and Intellectual Property Rights

The ITU-T patent policy shall be used. (www.itu.int/itu-t/dbase/patent/)

10   Deliverables

The OCAF Focus Group deliverables will be in the form of Focus Group Technical Specifications (FGTS), and Focus Group Technical Reports (FGTR), and may form input to the work of the ITU-T study groups, including processing for approval as ITU-T Recommendations, Supplements, etc., under normal ITU-T procedures. Soft copies of documents shall be made available on the OCAF FG web site. Meeting reports and progress reports will also be made available on the OCAF FG web site in a timely manner. Appropriate access controls will be provided for information covered by the OCAF Non-Disclosure Agreement.

10.1   Approval

The Board of Directors of the OCAF Focus Group will approve FGTS, FGTR, work program, OCAF FG leadership positions, new BoD members and officers, and all other matters by a two-thirds (2/3) majority of those voting. The only exception is for press releases which must be approved unanimously. However, it is generally expected that approval will be obtained by consensus in which each focus group member company can express an opinion. Failure to respond to a second request for a vote will be treated as an affirmative vote.

10.2   Printing and distribution of deliverables

The OCAF Focus Group will select the method of printing and distribution of deliverables, including the target audience. Deliverables to the parent study group should be in the form of contributions.

The use of the World Wide Web is encouraged.

All costs must be covered by the OCAF Focus Group. ITU-T is not expected to offer any printing and distribution services free of charge, except for progress reports submitted according to clause 10.3, and deliverables to study groups.

10.3   Progress reports

Focus Group progress reports are to be provided to the parent Study Group meeting.

11   Confidentiality

Exchange of confidential information shall be in accordance with the terms and conditions of the Open Communications Architecture Forum Multi-Party Nondisclosure Agreement ("NDA") dated July 21, 2004.

Copies of executed NDA agreements will be held by the ITU-T and a list of parties that have executed an NDA agreement will be maintained in a private area of the ITU-T website, accessible only by OCAF members.

12   Interoperability Events

If and when the OCAF Focus Group chooses to sponsor or endorse one or more interoperability events (plug fest) or proof-of-concept demonstration or a certification lab, such events will be held on neutral grounds or on a rotating basis such that no one company or geography is given advantage and making sure that OCAF FG remains both in practice and in perception an open and fair organization to all member companies and the ecosystem at large.

13   Governance
The governing law and the procedures for resolving disputes arising out of or in connection with these Working Group Procedures shall be as set forth in the membership rules of the International Telecommunications Union Telecommunication Standardization Sector (ITU-T).

14   Other Working Methods

A.   The leadership of OCAF FG shall comprise a Chair and a Vice-Chair.

B.   The Working Groups Shall have a Chair and a Vice-Chair.

C.   Task Groups shall have a Chair.

D.   All of the Focus Group leadership positions shall be elected by OCAF FG BoD and shall be for a one year-term.

E.   The initial Board of Directors of the OCAF shall comprise the Founding Members. New Board members may be added by a two-thirds (2/3) majority vote. New members will be required to abide by this OCAF FG Procedure and to sign the OCAF Multi-Party NDA Agreement.

F.   Adoption of specifications of other standards forums and bodies will be approved by the OCAF FG BoD.

G.   All liaisons to other standards forums and bodies will be approved by the OCAF FG BoD.

H.   Proposals shall be approved by a two-thirds (2/3) majority, however, an attempt should be made to gain consensus. When a vote is taken, each member company is entitled to one vote for all technical, governance or other issues that require a vote. In all voting matters (via email or voice vote), a non-response will be treated as an affirmative vote.

I.   Meeting minutes from all OCAF Focus Group meetings will be published within two (2) weeks of the end of a meeting and published on the Focus Group web site as well as sent via e-mail to the members.

J.   The OCAF Focus Group will have two membership categories: Members and Associates. Members are Founding Members and other non-founding Members. Associates may participate in meetings of Working Groups and Task Groups but cannot participate in the Board of Directors and shall have no voting privileges. Founding Members and other Members are expected to contribute resources and contributions to progress and promote work of OCAF.

K.   A non-founding Member may be elected to the OCAF Board when nominated by a Founding Member and upon commitment to provide resources to contribute to the technical work of the OCAF.

APPENDIX A

OCAF Focus Group Terms of Reference

1.   OCAF submits formal request to ITU-T to operate as a Focus Group under ITU-T SG 13 – 26 March 2004. The request includes:

a.   Charter
b.   Special terms
c.   Suggested Milestones

2.   ITU-T responds to OCAF proposal (2 April 2004), including:

a.   Confirms acceptance of terms and milestones
b.   Assigns Subgroup contact
c.   Assigns ITU-T Communications contact

3.   OCAF to set-up Working Groups and temporary Chairs and Vice-Chairs of the Working Groups (April)

4.   OCAF Working Groups agree on initial scope of work and near-term deliverables/time line (May)

5.   OCAF and ITU-T assign leaders to work towards 11 May 2004 approval of announcement package to include ITU Announcement, OCAF FG Charter and NDA

6.   ITU-T and OCAF announcement leaders review final announcement package with OCAF team at face to face, 11 May 2004

7.   Final approvals from OCAF members 11 May 2004

8.   ITU-T announces OCAF Focus Group on 14 May 2004

9.   OCAF FG press release 22 July 2004

OCAF will continue to have regular conference calls and face-to-face meetings leading up to the launch of the Focus Group.

APPENDIX B

OCAF Requirements of ITU-T

1.   Minimize cost for non-ITU-T members to participate in the OCAF Focus Group Organizations wishing to participate in the OCAF Focus Group are encouraged to join ITU-T as Associate Members, as a minimum.

2.   OCAF Focus Group Governance Issues:

The OCAF Focus Group will operate under the guideline given in (Doc. ID) "OCAF Focus Group: Working methods, procedures and guidelines". This document can be downloaded from the OCAF FG web site hosted by the ITU-T.

3.   Host the OCAF Focus Group web site:

TSB will support the OCAF Focus Group in setting-up and hosting a web site on the ITU-T server to facilitate:

a.   Document depository (upload/download features)
b.   Public and private (for OCAF FG members only) areas
c.   Posting minutes, documents, charter, and other reference documents
d.   Membership and other information
e.   Email Exploder hosted by ITU-T
f.   Member subscribe/unsubscribe

4.   Promotion support from ITU-T with printing and distribution of the OCAF Focus Group promotional material and non-financial support of OCAF FG participation at ITU-T sponsored workshops and events

5.   Publication of OCAF FG documents

Support from ITU-T for electronic publishing of Focus Group Technical Specifications (FGTS) and Focus Group Technical reports (FGTR)