PWG Roles and Responsibilities : PWG Policy

Table of Contents

1.0.0 - 2020-09-24

Abstract

This PWG Policy Document defines the specific responsibilities for the roles named in PWG Process [PWG-Process] and for PWG administrative and supporting roles defined in this document.

This PWG Policy Document is available here:

- https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy.txt
- https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy.pdf
- https://ftp.pwg.org/pub/pwg/general/process/pwg-roles-and-responsibilities-policy-20200924.adoc

Terminology

Normative Terminology

Capitalized terms, such as MUST, MUST NOT, RECOMMENDED, REQUIRED, SHOULD, SHOULD NOT, MAY, and OPTIONAL, have special meaning relating to conformance as defined in Key words for use in RFCs to Indicate Requirement Levels [BCP14]. The term CONDITIONALLY REQUIRED is additionally defined for a conformance requirement that applies when a specified condition is true.

The term DEPRECATED is used for previously defined and approved protocol elements that SHOULD NOT be used or implemented. The term OBSOLETE is used for previously defined and approved protocol elements that MUST NOT be used or implemented.

1. PWG Officers

PWG Officers lead the activities of the PWG. The PWG Process [PWG-Process] defines three PWG Officer roles: PWG Chair, PWG Vice-Chair, and PWG Secretary. Common responsibilities include the following:

- SHOULD participate in all PWG Last Calls and PWG Formal Approvals to help achieve quorum
- Assist Workgroup officers to accomplish their tasks
- Enforce the PWG Intellectual Property Rights (IPR) policy on PWG mailing lists and on the PWG website
- Act as an Ex Officio member of all Workgroups of the PWG

1.1. PWG Chair

The PWG Chair organizes the activities of the PWG, and oversees the PWG's high-level operations. The PWG Chair's responsibilities include the following:

- Organize the activities of the PWG
- Create PWG Workgroups & appoint Workgroup Chairs
- Maintain adequate PWG Workgroup leadership
- Coordinate arrangements for PWG Member Meetings
- Verify the accuracy of the PWG Member Organization roster
- Host PWG Plenary sessions
- Schedule and host PWG Steering Committee meetings
- Announce and oversee PWG Officer elections [PWG-Elections]
- Monitor PWG finances with ISTO and approve expense reimbursement

1.2. PWG Vice-Chair

The PWG Vice-Chair assists the PWG Chair and fills in for the PWG Chair in cases of absence. The PWG Vice-Chair's responsibilities include the following:

- Monitor PWG finances with ISTO and approve expense reimbursement

- Host PWG meetings in the absence of the Chair

- Assist the Chair in carrying out their role, as required

1.3. PWG Secretary

The PWG Secretary is the guardian of the process of PWG meetings and other selected activities. The PWG Secretary's responsibilities include the following:

- Announce and oversee PWG Last Calls and PWG Formal Approvals [PWG-Process]

- Record and distribute minutes for all PWG plenary sessions and PWG Steering Committee meetings

- Register and enforce PWG document naming and numbering as per the PWG Namespace Policy [PWG-Namespace]

2. PWG Administrators

PWG Administrators are important to the operation of the PWG. PWG Administrator roles are appointed by the PWG Steering Committee. PWG Administrator roles can be held by PWG Members or non-members. The PWG Steering Committee can approve hiring a paid individual to hold a PWG Administrator role.

2.1. PWG Public Relations Manager

The PWG Public Relations Manager's responsibilities include the following:

- Help set the target audience for press statements

- Identify the appropriate channels in which to release press statements based on the statement's content

- Provide editorial guidance to those authoring PWG press releases

2.2. PWG Network Administrator

The PWG Network Administrator's responsibilities include the following:

- Maintain the PWG's network infrastructure defined in the PWG Communications Infrastructure Policy [PWG-Comm-Infrastructure]

2.3. PWG External Liaison

A PWG External Liaison is the individual named as the primary PWG contact in a liaison agreement established between the PWG and an external organization. Each liaison agreement can name a different PWG External Liaison. A PWG External Liaison's responsibilities include the following:

- Communicate PWG's requests and responses to the external organization's primary liaison contact
- Receive and manage requests from the external organization's primary liaison contact

3. PWG Experts

PWG Expert roles provide important subject matter expertise to the PWG and its Workgroups. PWG Expert roles can be held by PWG Members or non-members.

3.1. Subject Matter Expert

The PWG Chair can appoint one or more Subject Matter Experts to assist the PWG with its work. The PWG Chair MAY solicit PWG Steering Committee input. A Subject Matter Expert's responsibilities include the following:

- Provide the PWG or its Workgroups with domain expertise for a specific topic or topics relevant to the work of the PWG or one or more PWG Workgroups.

3.2. IETF Designated Expert

An Internet Engineering Task Force (IETF) Designated Expert is an individual who is responsible for carrying out an appropriate evaluation and returning a recommendation to the Internet Assigned Numbers Authority (IANA) concerning additions to a registry hosted by IANA [RFC8126]. An IETF Designated Expert's responsibilities include the following:

- Evaluate and approve updates to the Internet Printing Protocol (IPP) Registry [IANA-IPP].
- Evaluate and approve updates to the Printer MIB v2 [RFC3805] and Printer Finishing MIB [RFC3806] IANA MIB registries.

4. References

- [bcp14] S. Bradner, "Key words for use in RFCs to Indicate Requirement Levels", RFC 2119/RFC8174 / BCP 14, March 1997 and May 2017, https://tools.ietf.org/html/bcp14
- [IANA-IPP] "Internet Printing Protocol (IPP) Registrations", Internet Assigned Numbers Authority, https://www.iana.org/assignments/ipp-registrations/ipp-registrations.xhtml
- [PWG-Comm-Infrastructure] S. Kennedy, J. Leber, I. McDonald, "Printer Working Group Communications Infrastructure Policy", October 2020, https://ftp.pwg.org/pub/pwg/general/wd/pwg-communications-infrastructure-process-20201010.pdf
- [PWG-Elections] S. Kennedy, J. Leber, I. McDonald, "Printer Working Group Officer Election Process", July 2020, https://ftp.pwg.org/pub/pwg/general/wd/pwg-officer-election-process-20200128.pdf
- [PWG-Namespace] I. McDonald, "PWG Namespace Policy", July 2020, https://ftp.pwg.org/pub/pwg/general/process/pwg-namespace-policy.txt

- [PWG-Process] S. Kennedy, J. Leber, I. McDonald, "The Printer Workgroup Definition of the Standards Development Process v4.0", January 2020, https://ftp.pwg.org/pub/pwg/general/pwg-process-40-20200128.pdf

- [RFC3805] R. Bergman, H. Lewis, I. McDonald, "Printer MIB v2", June 2004, RFC 3805, https://tools.ietf.org/html/rfc3805

- [RFC3806] R. Bergman, H. Lewis, I. McDonald, "Printer Finishing MIB", June 2004, RFC 3806, https://tools.ietf.org/html/rfc3806

- [RFC8126] M. Cotton, B. Leiba, T. Narten, "Guidelines for Writing an IANA Considerations Section in RFCs", June 2017, RFC 8126, https://tools.ietf.org/html/rfc8126