

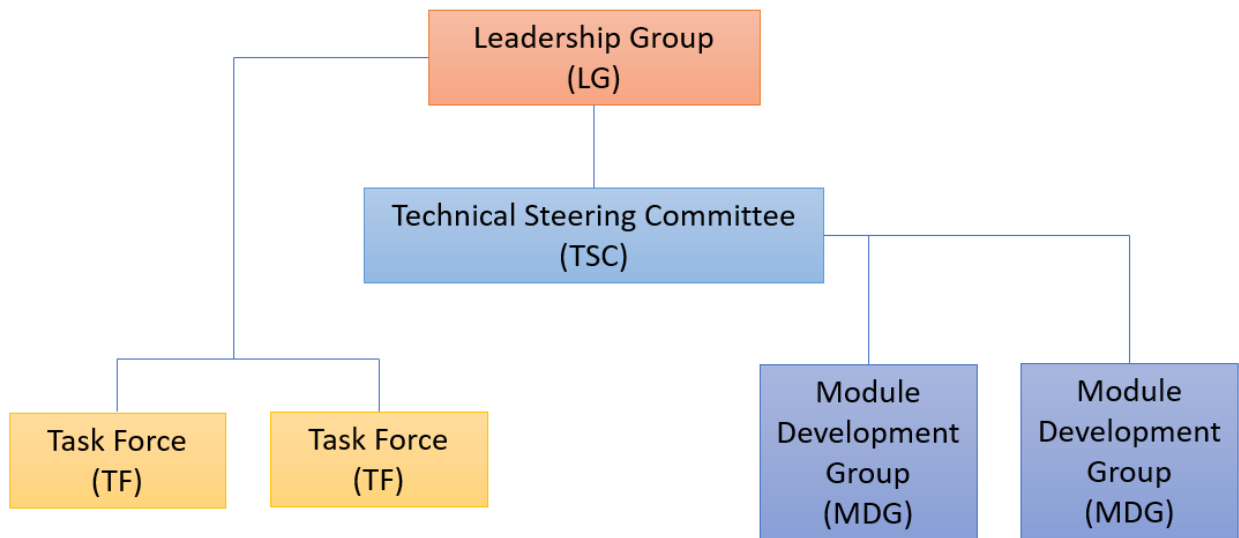
ETSI SDG OCF OpenCAPIF

Detailed Working
Procedures
V1.0
January 2024

1 INTRODUCTION

The governance of SDG OCF is mainly structured into the following bodies:

- Leadership Group (LG)
- Technical Steering Committee (TSC)
- Module Development Groups (MDG)
- Task Forces (TF)



Organizations participating in these bodies and/or involved in code contributions shall sign the SDG OCF Agreement to guarantee their adherence to the ETSI Directives and license(s) used in the project.

ETSI members, once they sign the SDG Agreement, they become SDG Members. Non ETSI members, once they sign the SDG Agreement, they become SDG Participants.

SDG Members and Participants' representatives may contribute to the SDG, as a member or leader of one of the bodies described above, participating actively in the administrative or technical coordination of the SDG.

SDG Members' representatives are eligible for LG positions: SDG Chair and Vice Chair.

In addition, these are the roles SDG Members and Participants' representatives may play:

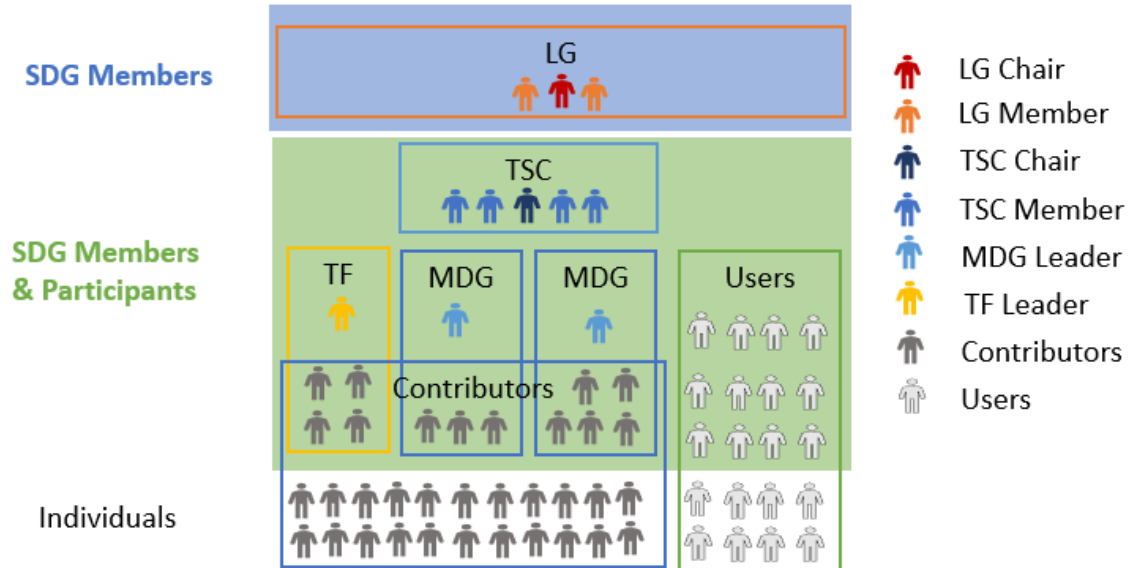
- TSC Chair
- TSC member
- MDG Leader (MDL)
- TF Leader
- Contributor
- User

Finally, individuals may also participate to the SDG work as:

- Individual Contributor (contributors of code, documentation, testing, bug reports...)
- Individual User (using the software and providing bug reports)

Individual Contributors are requested to accept the Individual Contributor License Agreement to guarantee their adherence to the license(s) used in the SDG.

The next figure illustrates the different roles.



These bodies and roles, as well as the decision-making processes, are described in detail in the next sections.

2 GOVERNANCE BODIES

2.1 Leadership Group

2.1.1 Role of the body

The Leadership Group's role is to take decisions concerning the following:

- Setting the SDG's vision
- Acting as external representatives of the SDG
- Managing the liaison with external organizations (SDOs, open-source projects, etc.)
- Coordinating marketing efforts
- Ratifying the elected TSC Chair
- Creating and terminating Task Forces (TF)
- Appointing the TF Leaders

The LG shall aim for vendor neutrality.

2.1.2 Membership of the body

The members of the LG are the SDG Chair and Vice-Chairs as elected by the members of the SDG according to the ETSI Directives. The LG Chair is the SDG Chair. There shall be a minimum of one (1) vice-chair of the SDG.

2.2 Technical Steering Committee

2.2.1 Role of the body

The TSC's role is to coordinate the project's technical activities. Its functions include:

- Setting and evolving the overall software architecture of the project
- Release management, timing and contents for each release
- Collecting feature requests and prioritizing them per release
- Ensuring the implementation of the feature roadmap and the Information Model
- Setting basic implementation guidelines
- Creating/removing Module Development Groups
- Appointing Module Development Groups' Leaders
- Fostering, supporting and growing the project's community

See the "decision making" section for details about voting procedures related to these functions.

2.2.2 Requirements for membership

TSC members are individuals nominated by those organizations that contribute most to the project. Each organization may nominate the individual (1 person per organization) that they want to represent them in the TSC.

It is desired that the individual is a significant contributor in the project and a respected individual in the ecosystem. The initial TSC shall be appointed by the LG.

The process to identify organizations who are eligible to nominate TSC members is detailed in the “Decision making” section. It follows these general guidelines:

- There will be a maximum of N members of the TSC (N=6 at project creation time)
- New TSC memberships will require being in the top number of merged (approved) contributions at organization level (historical contributions in the last 3 releases)

The process to elect new TSC members is also detailed in the “Decision making” section.

TSC membership shall be updated after every release.

2.2.3 Leadership of the body

The TSC Chair is elected by the TSC from the list of TSC members and ratified by the LG (see clause “Decision making” for details).

The responsibilities of the TSC Chair are:

- Setting periodic calls to drive technical activities inside the project and coordinate between modules and technical task forces
- Reporting (at least) monthly to the LG on the progress of technical activities
- Reporting progress periodically to the rest of the project
- Arbitrate feature ownership among development groups

2.3 Module Development Groups

2.3.1 Role of the body

A Module Development Group (MDG) is in charge of developing and maintaining a specific software module/library in the project. It is a pure technical group, consisting of code contributors and a technical leader (MDG Leader) appointed by the TSC.

2.3.2 Requirements for membership

MDGs are created by the TSC to accommodate the number of active modules to the project needs. Whenever an MDG is created, there shall be at least 3 Corporate Contributors identified from the organizations participating in the project.

Membership to a MDG is open to any project contributor.

2.3.3 Leadership of the body

Whenever a new MDG is created, the TSC shall elect an MDG Leader from the initial set of Contributors. Each MDG Leader shall be the owner of that module and the interfaces it exposes and has the right to accept or reject code contributions based on technical reasons (alignment to the agreed scope, impact, stability after tests, etc.).

MDG Leader’s responsibilities include:

- Setting and evolving the internal SW architecture of that module
- Setting basic implementation guidelines for that module
- Accept/reject contributions to that module
- Reporting progress periodically to the TSC

- Setting periodic calls/animating the dedicated chat channel to drive technical activities inside the MDG

2.4 Task Forces

2.4.1 Role of the body

Task Forces may be created by the LG to support specific workloads and / or take care of certain activities: i.e. Marketing and Communication, Hackfests, ... Task Forces may be temporary or permanent.

2.4.2 Requirements for membership

TF membership is open to any Corporate Contributor willing to participate to the work.

2.4.3 Leadership of the body

The TF Leader shall be appointed by the LG. For permanent Task Forces, the LG may decide to call for elections to appoint the TF Leader. If held, elections shall be run according to the ETSI Directives. The duration of the mandate of a TF Leader in a permanent TF is 2 years.

The responsibilities of the TF Leader are:

- Ensuring the objectives of the TF are met
- Setting periodic calls for the TF
- Reporting progress periodically to the rest of the project
- Serving as contact person with the TSC and the LG

3 OTHER ROLES

In addition to leading the bodies described in the previous sections, an individual may participate in the project playing other important roles. This section describes these other roles.

3.1 Users

Some of the most important participants in the project are people and organizations who use the software. Users may contribute to the SDG by providing feedback to developers in the form of bug reports, feature suggestions and use cases. As well, users may participate in the community by helping other users on mailing lists and user support fora.

Individual Users do not need to be affiliated to an organization to use the software or provide bug reports.

3.2 Contributors

Contributors are all the volunteers who are contributing code, documentation, or resources to the SDG. Contributions are not just code, but may be any combination of documentation, testing, user support, code, code reviews, bug reporting, community coordination, project marketing, or numerous other activities that help promote and improve the project and community.

3.2.1 Individual Contributors

Contributors not affiliated with an organization shall accept an Individual Contributor License Agreement.

This is intended to guarantee their compliance with the license(s) and will not imply acceptance of their code. The acceptance of their contributions will not grant participation in governance groups. Individual code contributions, even if merged/accepted, will not be considered in the TSC renewal process.

3.2.2 Corporate Contributors

Corporate contributors belong to an organization that has signed the SDG Agreement. Their contributions shall be considered to rank their organization for eligibility in the TSC renewal process.

4 DECISION MAKING

Decision making at SDG Plenary level takes place according to the procedures defined in the ETSI Directives.

The following specific decision-making procedures apply for decisions taken in the SDG Governance Bodies described in these Detailed Working Procedures

4.1 Voting in Governance Bodies

Some decisions in Governance Bodies require votes on the project mailing lists or other reliable means provided by ETSI. Votes, when casted in mailing lists, shall be clearly indicated by subject line starting with [VOTE].

Votes may contain multiple items for approval, and these shall be clearly separated. Voting, by default, is carried out by replying to the vote mail, although, in some cases, the corresponding chair/lead may require the vote to be secret.

Voting may take four flavours:

- +1. "Yes," "Agree," or "the action should be performed." In the case of technical decisions, this vote also indicates a willingness on the behalf of the voter in "making it happen".
- +0. This vote indicates a willingness for the action under consideration to go ahead. In the case of technical decisions, this vote indicates that the voter will not be able to help.
- -0. This vote indicates that the voter does not, in general, agree with the proposed action but is not concerned enough to prevent the action going ahead.
- -1 This is a negative vote. On issues where consensus is required, this vote counts as a sustained opposition if binding (veto). All vetoes shall contain an explanation of why the veto is appropriate. It may also be appropriate for a -1 vote to include an alternative course of action.

All participants in the project are encouraged to show their agreement with or against a particular action by voting. For TSC decisions, only the votes of TSC members are binding.

For technical decisions in an MDG, in case an MDG Leader initiates a vote, the votes of its Corporate Contributors are binding.

Non-binding votes (i.e. from members not belonging to the specific group) are still useful for those with binding votes to understand the perception of an action in the community.

4.2 Approvals

In general, there are three types of approvals that may be sought:

- Lazy Consensus – requires 3 binding +1 votes and no binding -1 votes.
- Lazy Majority – requires 3 binding +1 votes and more binding +1 votes than binding -1 votes.
- Lazy 2/3 Majority – requires at least 3 binding votes and more than twice as many binding +1 votes as binding -1 votes.

From this description, vetoes are only possible in a Lazy Consensus decision.

4.3 LG

4.3.1 Membership changes

4.3.1.1 New LG members

Additional vice-chair positions in the LG may be proposed by an existing LG member through the LG mailing list. Once an LG Member proposes it, a new voting procedure shall be started in the LG in less than 2 weeks. The proposal should be accompanied by a brief rationale, and the role that the vice-chair position would play in the LG.

The decision shall be approved by Lazy Consensus (no vetoes) of the LG in one week time. In case of rejection, no new voting procedures might be open for that purpose in less than 6 months from the rejection.

If approved, additional vice-chairs are appointed according to the ETSI Directives.

4.3.2 Decisions

4.3.2.1 Ratifying the TSC Chair election

Whenever a new TSC Chair is elected by the TSC, the LG shall open a call for ratifying that election. The TSC chair shall be approved by Lazy Consensus (no vetoes) of the LG.

In case the TSC chair is not approved by the LG, the decision shall be communicated to the TSC, which shall elect again a TSC chair. In the new elections, the previously elected TSC chair may be again selected by the TSC. In that case, the LG shall open a second call for approving that election. In this second call, the decision may be ratified by Lazy 2/3 Majority of the LG.

4.3.2.2 Removing the TSC Chair

Any LG member may propose a voting process for removing the TSC Chair. The proposal shall be sent to the LG mailing list, accompanied by a rationale of the proposal for removal. Once received, a two-call process starts.

- A first call for vote shall be sent to the LG mailing list in order to decide if a removal voting process should take place. The decision requires approval by Lazy 2/3 Majority of the LG.
- If approved, a second call for vote shall be sent to the LG mailing list in order to decide if the TSC Chair is removed. The decision requires approval by Lazy Majority of the LG.

If approved in the second call, the TSC shall open internally a call for candidates to TSC chair. The removed TSC Chair may submit his candidacy to this call.

4.3.2.3 Other Decisions

General decisions in the LG shall be taken using Lazy Consensus.

4.4 TSC

4.4.1 Membership changes

4.4.1.1 Renewal of TSC membership

TSC membership is driven by the actual contributions to the project. Since the number of TSC members is capped to a specific value, the renewal of TSC members shall be based on contribution figures per organization that are calculated from the number of merged (approved) contributions in the last 3 releases.

After every releases, a process to renew the TSC shall start. The contribution figure is then calculated for every organization that has contributed to the project. In order to guarantee manageable stability in the TSC leadership, the serving TSC Chair is excluded from this process of automatic renewal.

In case that there are organizations obtaining a higher contribution figure than any of the current TSC members, then a renewal voting process starts. This process involves:

- Those non-TSC members whose contribution figure is higher than the lowest contribution figure of a current TSC member. Those organizations shall be asked for their willingness to be part of the TSC and, if they accept, they may propose an eligible candidate from their organization.
- Those current TSC members whose contribution figure is lower than the highest contribution figure of an eligible non-TSC member. Those organizations shall be asked for their willingness to be part of the candidates for TSC election and, if they accept, they may propose an eligible candidate from their organization.

The number of free seats in the TSC is determined by the number of current TSC members whose contribution figure is lower than the highest contribution figure of any eligible non-TSC member.

There shall be as many voting processes as free seats. In every voting process, one TSC member shall be chosen from the list of candidates enumerated above.

Every eligible organization shall send to the SDG mailing list the name of the individual (candidate) that will represent their organization in the TSC, a brief rationale on why the candidate should be in the TSC, and a short description of their contributions to the project.

In every voting process, all TSC members (current at that round of vote) and the non-TSC candidates may participate. They may give:

- +2 votes to one of the candidates or to none of them
- +1 vote to another candidate or to none of them¹.

The candidate with the highest number of votes shall be declared TSC member.

Once a new TSC member has been elected, the voting process with the remaining candidates is repeated until the number of free seats in the TSC is zero.

4.4.1.2 Resigning as TSC member

Any organization that is part of the TSC may resign to be part of the TSC at any time. The resignation shall be sent to the TSC mailing list and will be effective from that specific moment.

The organization may reapply following the established procedures for new TSC membership.

¹ In case an organization casted both +2 and +1 votes they should go to different candidates.

4.4.2 Decisions

4.4.2.1 Electing the TSC Chair

Whenever the TSC Chair position is empty or after two years since its election, a call for candidates shall be opened. Any TSC member willing to be the TSC Chair may submit his candidacy to the TSC mailing list.

Once all candidacies are received, there might be different situations:

- **There are no candidacies.** In such a case, the LG shall be informed. A new call for candidates shall be opened, encouraging all TSC members to submit their candidacy. If no candidacies arrive, then all TSC members will become eligible for TSC Chair position. A voting process shall start with all TSC members as candidate. Each TSC member may give 1 vote to 1 candidate. The candidate with the highest number of votes shall be elected TSC Chair. In case of draw, a new voting round shall start involving only those candidates in tie with the highest number of votes in the previous round.
- **There is only one candidacy.** The candidate shall be elected as TSC chair.
- **There is more than 1 candidacy.** A voting process shall start with those candidates. Each TSC member may give 1 vote to 1 candidate. The candidate with the higher number of votes shall be elected as TSC Chair. In case of draw, a new voting round shall start involving only those candidates in tie with the highest number of votes in the previous round.

Once elected, the TSC Chair shall be ratified by the LG following the procedure described as part of the LG decisions.

4.4.2.2 Resigning as TSC Chair

The TSC Chair may explicitly resign at any time. The explicit resignation shall be sent to the LG and TSC mailing lists and will be effective from that specific moment.

4.4.2.3 Choosing and prioritizing feature requests per release

With every new release, the TSC shall compile a list and description of feature requests to be included in next release. The TSC shall discuss and prioritize them in order to be included in the next release, left for future releases or even discarded.

The TSC Chair shall decide, at his discretion, the way to discuss, discard and prioritize feature requests, always trying to reach the maximum consensus among the TSC members.

It shall be noted that the TSC is not forced to accept all feature requests, but it is required for TSC members to analyse and understand the feature requests, and the problems/use cases intended to be solved.

4.4.2.4 Creating a new MDG

MDGs may be created by the TSC at its discretion. Any TSC member may propose to create a new MDG. The proposal shall be sent to the TSC mailing list by a TSC member and shall include a rationale and at least 3 Corporate Contributors from different organizations participating in the SDG. One of these Corporate Contributors shall belong to an organization that is part of the TSC.

The decision to create a new MDG shall be approved by Lazy Consensus (no vetoes) of the TSC members. Once approved, an MDG Leader shall be elected by the TSC.

The TSC Chair shall inform the LG in a timely manner about the main milestones during the process: the proposal to create a new MDG, the identification of at least 3 Corporate Contributors, the acceptance by the TSC members, and the final appointment of the MDG Leader.

4.4.2.5 Removing an existing MDG

Any TSC member may propose to remove an existing MDG. The proposal shall be sent to the TSC mailing list by a TSC member and shall include a rationale. The decision to remove an MDG shall be approved by Lazy 2/3 Majority of the TSC.

The TSC Chair shall inform the LG in a timely manner about the main milestones during the process: the proposal to remove an MDG, and the acceptance by the TSC.

4.3.2.6 Electing MDG Leaders

Whenever an MDG is created or an MDG Leader has resigned or been revoked, the TSC shall elect an MDG Leader. Any TSC member may propose an individual candidate for MDG Leader. Each of the candidates shall be accepted by Lazy Consensus of the TSC members.

The MDG Leader shall be voted by the TSC members, who may give 1 vote to 1 candidate. There shall be two rounds for voting:

- In the first round, if one candidate gets at least 3 votes and 2/3 of the votes, the candidate shall be elected as MDG Leader. Otherwise, the second round shall follow with the two most voted candidates.
- In the second round, the candidate with the highest number of votes shall be elected as MDG Leader.

The TSC chair shall inform the LG about the elected MDG Leader.

4.4.2.7 Removing MDG Leaders

Any TSC member may propose to remove an MDG Leader. The proposal shall be sent to the TSC mailing list by a TSC member and shall include a rationale. The decision to remove an MDG Leader shall be approved by Lazy Majority of the TSC members.

The TSC Chair shall inform the LG in a timely manner about the main milestones during the process: reception of a proposal for removal, and final decision.

4.4.2.8 Approval of release candidate

Once the software composing the release is judged as sufficiently evolved, the TSC Chair may call for a vote to approve the release candidate by Lazy Consensus.

In case the release candidate was not approved by Lazy Consensus, the TSC Chair may call for a new vote after trying to address the comments from those who objected in the previous vote.

In case that, after a second TSC vote, the situation could not be unlocked, the TSC chair may exceptionally request the LG to allow the approval of the release by Lazy 2/3 Majority of the TSC. Authorizing this exception shall require Lazy Consensus in the LG.

4.4.2.9 Other technical decisions

These Detailed Working Procedures encourage decisions based on consensus of all the TSC members. In case of conflict, the TSC Chair shall drive the discussion, with openness and always trying to reach the maximum consensus of the TSC members. The TSC Chair shall decide, at their discretion, the best way to discuss openly the technical matters. In case that it is not possible to reach full agreement without any objections, the TSC Chair may call for a voting process. In that case, the following guidelines are recommended:

- Critical decisions require high consensus with no objections. In such a case, approval by Lazy Consensus of the TSC is recommended.
- Other decisions require consensus, but objections might be allowed. In those cases, approval by Lazy 2/3 Majority or Lazy Majority of the TSC is recommended.

4.5 MDG

4.5.1 Decisions

These Detailed Working Procedures encourage decisions based on consensus of the active Contributors and MDG Leader. In case of conflict, the MDG Leader shall drive the discussion, with openness and always trying to reach the maximum consensus of the active Contributors in the MDG. The MDG Leader shall decide, at his discretion, the best way to discuss openly the technical matters. In case that it is not possible to reach full agreement without any objections, the MDG Leader may call for a voting process. In that case, the following guidelines are recommended:

- Critical decisions require high consensus with no objections. In such a case, approval by Lazy Consensus is recommended.
- Other decisions require consensus, but objections might be allowed. In those cases, approval by Lazy 2/3 Majority or Lazy Majority is recommended.

4.6 Task Forces

4.6.1 Decisions

Decisions in a TF shall be taken using Lazy Consensus.