
Nice, France 11-14 May 1998

Question: 4/15

SOURCE: xDSL Editors

TITLE: Procedures for maintaining Draft Recommendations

ABSTRACT

This contribution presents the agreed to procedure for maintaining Draft Recommendations and for documenting open issues and agreements reached as work progresses on each of the proposed xDSL Recommendations.

1. Document Maintenance:

At the beginning of each meeting, the editors shall submit the following two documents:

Document	Contents
Draft Recommendation (e.g., NF-006.rtf)	• Approved work programme as of the end of the previous meeting, with the changes from that meeting shown with revision marks. • Approved list of issues and agreements as of the end of the previous meeting, with the changes from that meeting shown with revision marks. • Draft text of the Recommendation incorporating the changes resulting from agreements reached at the previous meeting, with the changes from the previous version shown with revision marks.
• Updated Issues List • (e.g., NF-016.rtf)	• Approved list of issues and agreements as of the end of the previous meeting (same as the list of issues and agreements in the 'Draft Recommendation' document above, but with all revisions accepted) • New issues identified by contributions to the current meeting (highlighted with revision marks).

The updated issues list may be revised during a meeting (e.g., NF-016R1.rtf). A marked up version showing all revisions approved by the committee during a meeting will be posted to the ftp site shortly after the meeting (e.g., NF-016R2.rtf). This document will then be incorporated without modification

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into the next version of the Draft Recommendation document as its list of issue and agreements, which will then be input to the next meeting (e.g., WH-006.rtf).

The Draft Recommendation document should be approved by the committee during a meeting, after which all revisions will be accepted before further revisions are made.

2. Issues List Structure:

What has been referred to as the “Terms of Reference” and the “Living List” shall be combined into a single table, the **‘Issues List’**, consisting of 4 columns as shown below:

Item Number	Status	Item Description	Reference(s)

- The **‘Item Number’** uniquely identifies an issue for quick reference.
- The **‘Status’** of an issue shall be either **‘Open’**, **‘Agreed (*resolution date*)’** or **‘Closed (*resolution date*)’**.
 - An issue may become partially resolved at some point in time. In this case, it shall be split apart. The unresolved part of the issue shall keep the original item number and Open status. The resolved part of the issue shall use the same number with an added numerical suffix (e.g., “9.1”) and shall have the status **‘Agreed (*resolution date*)’**.
- The **‘Item Description’** delineates an issue as follows:
 - ‘Open’ issues, which generally address what the issue is, shall be formatted as questions.
Examples: “What should the PSD mask be for each of the Annexes?”
“How should ADSL above ISDN be accomplished?”
 - ‘Agreed (*resolution date*)’ issues, which generally address how the issue has been resolved, can be categorized as general **‘goals’** or **‘requirements’**, or as **‘specific actions’**.
 - Goals shall be identified by using the words **‘that ... should ...’** in the delineation of an issue.
Example: “that G.dmt should include a low-complexity PAR reduction technique”.
 - Requirements shall be identified by using the words **‘that ... shall ...’** in the delineation of an issue.
Example: “that a clear EOC channel shall be specified in G.dmt”.
 - Specific actions shall be identified by using the words **‘to adopt ...’** in the delineation of an issue. These are generally for adopting referenced text
Examples: “to adopt RB-037 as the initial working text for G.dmt”
“to adopt the text of CI-xx as the text for section y.y of G.dmt”.
 - ‘Closed (*resolution date*)’ issues are those that will no longer be considered, either because it has been explicitly agreed to no longer consider them, or because they have been superceded by other agreements and are no longer pertinent.
- The **‘Reference(s)’** is a list of meeting contribution numbers that address a particular issue.

New items for the Issues List are generally identified in committee contributions. Only those issues that have been delineated in the 'summary' section of said contributions shall be added to the list. These issues are automatically added to the list as '**Open**' issues (questions) without prior committee review. Upon review by the committee, these issues may become agreed goals, requirements, or specific actions.

New items for the Issues List may also be identified during committee deliberations and added to the list as either Open issues, Agreed goals, Agreed requirements or Agreed specific actions, based on approval by the committee.