

OpenDocument Format Maintenance Agreement

OASIS requests appointment as the JTC 1 designated maintenance group under the ISO/IEC JTC 1 Directives, 5th Edition, Version 3.0 (herein, “Directives”) 14.4.3.14 for the Open Document Format for Office Applications (OpenDocument) specification (now ISO/IEC 26300, and herein, “ODF”).

The goal of maintenance is avoidance of any divergence between JTC 1 revisions of ODF (ISO/IEC 26300) and that revised standard as published by OASIS.

To provide for the coordinated maintenance of ODF , including the correction of defects as well as future development, and for other aspects of maintenance as a designated JTC 1 maintenance group, OASIS proposes the following:

1. Defects

A. An editing group is established as defined by Directives 15.4.4, consisting of the ODF TC of OASIS and the following members:

- (1) A project editor to be named by SC 34.
- (2) An editor to be named by the ODF TC.
- (3) Experts nominated by the NBs of SC 34.
- (4) Experts nominated by the ODF TC.

B. Submission of Defects

Defects may be submitted by:

- (1) parties as permitted by the Directives (e.g. by an NB, an organization in liaison, a member of the editing group, or a WG of SC 34), and
- (2) the ODF TC, drawn from any mailing list maintained by the TC and presented in JTC 1 defect report format (form G5 of the Directives) on a monthly basis.

C. Processing of Defects

The time periods for processing of defect reports and the responses to those reports are defined by Sections 15.4.6 and 15.4.7 of the Directives and are incorporated herein by reference.

The responses of the editing group to defect reports are defined by 15.4.9.1, 15.4.9.2, 15.4.9.3, and 15.4.9.4.1, and are incorporated herein by reference.

The editing group arrives at its responses on defects by consensus but in the event that voting is required, a simply majority of group members determines the disposition of any comment.

A quorum of the editing group is defined as not less than 80% of its total membership.

Editing meetings are conducted and governed under ISO/IEC Directives, Part 1, 4.1.1, which mandates electronic meetings whenever possible. (The broken nature of the current JTC 1 Directives argues for dissolution of the SWG on the same and formation of a group with entirely new leadership and membership to produce a useful document go guide work in JTC 1.)

D. Approval of Technical Errata/Corrigenda

The technical corrigendum referenced in 15.4.9.4 is subject to approval by both SC ballot as described in that provision of the Directives, by the ODF TC and by OASIS.

Technical corrigendum are not considered as “approved” in this context until approved under the separate procedures of both JTC 1 and OASIS.

The steps to be followed in the event of comments are specified by 15.4.9.4.5 and are incorporated herein by reference. Comments here includes any comments made in the OASIS processing of approval of the technical errata as well as in the JTC 1 process.

The Secretariat of SC 34 and the Chair of the ODF TC shall confer and determine when a report has been approved by both organizations and when such reports should be forwarded to ITTF and posted to the ODF TC as final.

E. Defect Report Index

The provisions governing the maintenance of a Defect Report Index in Section 15.4.10 are incorporated herein by reference.

2. Amendment

Future development of ODF will occur, and in order to avoid divergence between JTC 1 and OASIS versions of that standard, and to facilitate the review such amendments by all interested parties, the following process is established for development of amendments to this submission.¹

A. Amendments of Standards

All amendments of JTC 1 standards are governed by maintenance procedures (see 15.5, JTC 1 Directives), as further governed by Section 12 of the Directives.

B. Stages of Development

The following stages of standards development are declared to be equivalent between OASIS and JTC 1 for the purposes of this maintenance agreement:

¹ The PAS process contemplates only one PAS submission and the future development of a standard by amendment, not subsequent PAS submissions.

PROPOSAL – NOT OFFICIAL DOCUMENT – PROPOSAL – NOT OFFICIAL DOCUMENT

JTC 1	OASIS
Stage 2 – WD (working draft)	Draft: A preliminary unapproved sketch, outline, or version.
Stage 3 – PDAM/FPDAM (committee stage)	Committee Draft: Specification approved by the TC as described by the OASIS TC Process
Stage 4 – FDAM (approval stage)	OASIS Standard: Specification approved by the membership of OASIS as described by the OASIS TC Process

C. Stage 2 processing

Both OASIS and JTC 1 have separately defined procedures for processing and evaluation of working drafts.

Those processes will continue unchanged, except that all documents from those activities are filed with both the SC 34 Secretariat and the ODF TC Chair for filing as TC documents (see General Provisions, A. Filing).

The decision to proceed to stage 3 will be made by the editing group as established in 1.A of this document.

D. Stage 3 processing

Stage 3 processing will consist of simultaneous balloting of PDAM/FPDAM for SC 34 and approval as a Committee Draft in OASIS.

No draft may proceed past stage 3 until the approval requirements for both PDAM/FPDAM under Section 12.6.3.6 of the Directives have been met along with the approval requirements for OASIS.

The time periods for responding to comments are governed by Section 12.6.3.6 of the Directives.

E. Stage 4 Processing

Stage 4 processing will consist of simultaneous balloting of FDAM for JTC 1 and approval as an OASIS Standard in OASIS.

In the event that comments are received in either approval process, all comments must be resolved according to the receiving organizations procedure (subject to cross posting of all documents) before stage 4 is completed.

The final text to be forwarded to ITTF is subject to the final approval of the editing group and shall

reflect the text that has been approved according to the procedures of both organizations. The final text will be prepared by the Project Editor and filed with the SC 34 Secretariat for transmission to ITTF for publication.

3. General Provisions

Filing: All documents described above are filed simultaneously with the SC 34 Secretariat and the Chair of the ODF TC for filing as TC documents.

IPR: All submissions, contributions and work pursuant to this agreement is governed by the respective IPR policies of OASIS and JTC 1.

Time: All time periods herein are calculated from the date of filing as reflected by the SC 34 Document Repository, without regard to actual delivery or notice of such filings to any party.

SC: SC 34 shall host this editing group, for example by creating a new Working Group.

If you have read this far, no doubt you realize this is a proposal and is not an official document of any kind.

It reflects one set of choices about how to construct a **meaningful** maintenance agreement for OpenDocument Format with OASIS and JTC 1 both participating in that maintenance.

It also reflects my personal belief that by working together, including the respective standards organizations, we are stronger than working separately.

Covington, Georgia 6 November 2008

Patrick Durusau