

WG DG Document Development Summary

i The purpose of this page is to provide WG / DG leadership with a helpful "how-to" summary guide of the Document Development process as defined by the [Operating Procedures](#) that is the authoritative controlling document. The Kantara Support Team is at your service should there be questions regarding application of the process.

i Email templates that correspond to these procedures are here: [Boilerplate Templates for Document-Related Ballots](#)

[Types of Output](#) | [Develop a Recommendation](#) | [Develop a Report](#) | [IPR Review](#) | [Public Comments](#) | [All Member Ballot](#)

Types of Output

Work Groups (WG) may create

- Recommendations (Recommendations may be designated as a Framework or Technical Specification)
- Reports

Discussion Groups (DG) may create

- Reports

Develop a Recommendation

Summary: Initial Draft > Draft Recommendation > Public and IPR Review > LC Certify > All Member Ballot > Final Recommendation

1. The WG creates a draft work item. For purpose of identification we can call this the initial draft recommendation
2. Once the initial draft has reached reasonable maturity the WG shall:
 - a. Vote to approve the initial draft as a Draft Recommendation.
 - b. Requirement: Simple Majority of the WG voting members.
 - c. The WG may approve as many internal WG iterations of the Draft Recommendation as they see appropriate.
3. Once the WG feels the Draft Recommendation is ready to move to a Final Recommendation status, or in the case the WG seeks broader comments and input, the WG shall:
 - a. Vote to approve the Draft Recommendation for public comment and IPR review toward a Final Recommendation status.
 - b. Requirement: Simple Majority of the WG voting members.
 - c. Upon WG approval WG leadership works with the Kantara support team to announce the public comment and IPR review.
 - d. When the public comment and IPR review period is over the WG shall:
 - i. Dispose of all comments collected
 - ii. The WG is not required to implement all comments.
 - iii. The WG is required to document that each comment has been reviewed and any action agreed upon.
4. Once the public comment and IPR review process is complete the WG shall:
 - a. Vote to approve the Draft Recommendation for LC certification toward All Member Ballot
 - b. Requirement: Simple Majority
 - c. Upon WG Approval the WG Chair shall:
 - i. Notify the LC
 - ii. Provide the latest draft(s)
 - iii. Provide reference to disposition of comments
 - iv. Request LC to certify for All Member Ballot

Develop a Report

Summary: Initial Draft > Draft Report > LC Ratify > Final Report

1. The WG/DG creates an initial draft. For the purpose of identification we can call this the initial draft report.
2. Once the initial draft report has reached reasonable maturity the WG/DG shall
 - a. Vote to approve the initial draft as a Draft Report
 - b. Notify the LC of the Draft Report Approval
 - c. Upon notification the LC shall:
 - i. Review the report for consistency with the Operating Procedures
 - ii. Make recommendations to the WG/DG
 - iii. Approve the Report as Final.
 - iv. Requirement: Simple Majority

IPR Review

1. When a WG approves a Draft Recommendation toward Final status approval an IPR Review is necessary.
2. Requirement: 45 calendar days
3. Distribution: community (at) kantarainitiative.org & all (at) kantarainitiative.org

4. Only WG Participants (listed on the WG Roster) are eligible to make IPR Necessary Claims
5. Kantara Support Team will craft the notice and distribute as appropriate
6. NOTE: The public review notice and the IPR notice are enclosed in ONE notice to stakeholders.

Public Comments

1. When a WG approves a Draft Recommendation toward Final status approval a public comment review is necessary.
2. Requirement: 45 calendar days
3. Distribution: community (at) kantarainitiative.org & all (at) kantarainitiative.org
4. Anyone from the general public may submit comments via the Kantara [comment form](#) or via email to the Kantara Support Team
 - a. Kantara Support Team will collect any comments submitted, treat them for privacy protection as appropriate, and send them to the WG
 - b. The WG is required to keep a record of all comments for a disposition of comments at the close of the review.
 - c. The WG is NOT required to incorporate every comment but rather to record that each was heard and any action agreed upon.
5. Kantara Support Team will craft the notice and distribute as appropriate
6. NOTE: The public review notice and the IPR notice are enclosed in ONE notice to stakeholders.

All Member Ballot

1. The Draft Recommendation must have:
 - a. Been made available for public and IPR review for 45 days
 - b. All comments must have been recorded and addressed
 - c. Been approved toward Final status by the WG
2. The LC then votes to certify the Draft Recommendation for All Member Ballot to ratify as Final.
 - a. Requirement: Simple Majority
3. Kantara Support Team will draft the ballot (using survey monkey)
4. Upon WG Chair review and Approval Kantara Support Team notifies the Membership of open eBallot
 - a. Time Requirement: Minimum of 14 days
 - b. Quorum Requirement: At least 15% of the Membership must participate for eBallot validity
 - c. Threshold Requirement: Super Majority of those who participate in the ballot
5. When the eBallot is closed the Kantara Support Team shall list the results on the [All Member Ballots](#) page