Template - Work Group Charter

(1) **WG NAME (and any acronym or abbreviation of the name):** The WG name, acronym and abbreviation must not include trademarks not owned by the Organization, or content that is infringing, harmful, or inappropriate.

Foo WG (FWG)

(2) **PURPOSE:** Please provide a clear statement of purpose and justification why the proposed WG is necessary.

(3) **SCOPE:** Explain the scope and definition of the planned work.

(4) **DRAFT TECHNICAL SPECIFICATIONS:** List Working Titles of draft Technical Specifications to be produced (if any), projected completion dates, and the Standards Setting Organization(s) to which they will be submitted upon approval by the Membership.

(5) **OTHER DRAFT RECOMMENDATIONS:** Other Draft Recommendations and projected completion dates for submission for All Member Ballot.

(6) **LEADERSHIP:** Proposed WG Chair and Editor(s) (if any) subject to confirmation by a vote of the WG Participants.

(7) **AUDIENCE:** Anticipated audience or users of the work.

(8) **DURATION:** Objective criteria for determining when the work of the WG has been completed (or a statement that the WG is intended to be a standing WG to address work that is expected to be ongoing).

(9) **IPR POLICY:** The Organization approved Intellectual Property Rights Policy under which the WG will operate.

Kantara Initiative IPR Policy - Option X [Non Assertion covenant is the default option]

(10) **RELATED WORK AND LIAISONS:** Related work being done in other WGs or other organizations and any proposed liaison with those other WGs or organizations.

(11) **CONTRIBUTIONS (optional):** A list of contributions that the proposers anticipate will be made to the WG.

(12) **PROPOSERS:** Names, email addresses, and any constituent affiliations of at least the minimum set of proposers required to support forming the WG. At least 3 proposers must be listed. At least 2 of the proposers must be Kantara Initiative Members - current members list