

## **Welcome to the OASIS TC Handbook**

Whether you're a new OASIS member, an experienced Technical Committee Chair, or somewhere in between, we hope this handbook will become a valuable resource.

The goal is to provide a single resource to all your Technical Committee related questions. If you have suggestions for future topics please pass them along.

The handbook is made available in several different formats - the content is exactly the same. If you download a copy to your local system please remember to check periodically for updates.

## What's New

This is the first release of the OASIS Technical Committee Handbook. In future releases, this page will contain a list of new or edited topics.

You will notice that in this first release many topics are empty, or contain only a link to the actual OASIS Technical Committee Process Policy or other materials. The goal is to provide a single resource where you can at least find pointers to relevant information, if not the information itself.

Included in this release:

[Feature 1](#)

Description of Feature 1

[Feature 2](#)

Description of Feature 2

[Feature 3](#)

Description of Feature 3

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## OASIS Technical Committee Process

The OASIS Technical Committee Process Policy encompasses the set of rules regarding the creation, operations and dissolution of Technical Committees. The contents of this handbook are meant to provide additional information and are not intended to replace or supercede the official OASIS Policy.

### Related Information:

[OASIS Technical Committee Process Policy](#)

## OASIS Technical Committee Process

The OASIS Technical Committee Process Policy encompasses the set of rules regarding the creation, operations and dissolution of Technical Committees. The contents of this handbook are meant to provide additional information and are not intended to replace or supercede the official OASIS Policy.

### Related Information:

[OASIS Technical Committee Process Policy](#)

## Technical Committees

All work at OASIS is done through Technical Committees. The OASIS Technical Committee Process Policy encompasses the set of rules regarding the creation, operations and dissolution of Technical Committees.

By joining a Technical Committee you (or your organization) agree to the IPR terms as stated in the OASIS IPR Policy.

Each Technical Committee at OASIS has a distinct set of assets for use by its members, including:

- Membership list / Roster
- Email list
- Publicly-accessible web home page
- Document repository
- Calendar
- Wiki

These assets are always publicly-available; that is, someone does not need to be a member of the Technical Committee, nor a member of OASIS, in order to view the assets.

### Related Information:

[OASIS Technical Committee Process Policy - Technical Committees](#)

## Technical Committees

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### Related Information:

[OASIS Technical Committee Process Policy - Technical Committees](#)

## Discussion Lists

Delete this text and replace it with your own content.

### Related Information:

[OASIS Technical Committee Process Policy - TC Discussion Lists](#)

## Technical Committee Formation

Delete this text and replace it with your own content.

### Related Information:

[OASIS Technical Committee Process Policy - TC Formation](#)

## First Meeting

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### Related Information:

[OASIS Technical Committee Process Policy - First Meeting](#)

## Membership and Participation

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### Related Information:

[OASIS Technical Committee Process Policy - Membership and Participation](#)

## **Termination of Membership**

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### **Related Information:**

[OASIS Technical Committee Process Policy - Termination of Membership](#)

## **Leaves of Absence**

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### **Related Information:**

[OASIS Technical Committee Process Policy - Leaves of Absence](#)

## **Technical Committee Chairs**

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### **Related Information:**

[OASIS Technical Committee Process Policy - TC Chairs](#)

## **Technical Committee Visibility**

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### **Related Information:**

[OASIS Technical Committee Process Policy - TC Visibility](#)

## **Technical Committee Procedure**

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### **Related Information:**

[OASIS Technical Committee Process Policy - TC Procedure](#)

## **Meetings**

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### **Related Information:**

[OASIS Technical Committee Process Policy - Meetings](#)

## **Charter Clarification**

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### **Related Information:**

[OASIS Technical Committee Process Policy - Charter Clarification](#)

## **Rechartering**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - Rechartering](#)

### **Technical Committee Voting**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - TC Voting](#)

### **Technical Committee Subcommittees**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - TC Subcommittees](#)

### **Closing A Technical Committee**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - Closing a TC](#)

### **IPR Procedures**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - IPR Procedures](#)

### **Specification Quality**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - Specification Quality](#)

### **Designated Cross References**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - Designated Cross-References](#)

### **Specification Lifecycle**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - Standards Approval Process](#)

## Specification Lifecycle

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### Related Information:

[OASIS Technical Committee Process Policy - Standards Approval Process](#)

## Committee Drafts

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### Related Information:

[OASIS Technical Committee Process Policy - Committee Drafts](#)

## 60-day Public Review

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### Related Information:

[OASIS Technical Committee Process Policy - Public Reviews](#)

## 15-day Public Review

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### Related Information:

[OASIS Technical Committee Process Policy - Public Reviews](#)

## Committee Specifications

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### Related Information:

[OASIS Technical Committee Process Policy - Committee Specifications](#)

## OASIS Standards

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### Related Information:

[OASIS Technical Committee Process Policy - OASIS Standard](#)

## Errata

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### Related Information:

[OASIS Technical Committee Process Policy - Errata](#)

## Technical Committee Administrator

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#### **Related Information:**

[OASIS Technical Committee Process Policy - TC Administrator](#)

### **Technical Committee Administrator**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - TC Administrator](#)

### **Appeals**

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#### **Related Information:**

[OASIS Technical Committee Process Policy - Appeals](#)

### **Overview**

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### **Specification Templates**

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#### **Related Information:**

[Templates Home Page](#)

[Microsoft Word](#)

[OpenOffice](#)

[XHTML](#)

[DocBook](#)

### **Specification Naming Guidelines**

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#### **Related Information:**

[OASIS Naming Guidelines Part 1 - Filenames, URIs and Namespaces](#)

[OASIS Naming Guidelines Part 2 - Metadata and Versioning](#)

### **The OASIS Library**

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#### **Related Information:**

[OASIS Library](#)

### **Kavi**

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**Related Information:**

[KAVI Help](#)

**Kavi**

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**Related Information:**

[KAVI Help](#)

**Technical Committee Member Home Page**

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**Related Information:**

[KAVI Help](#)

**The Technical Committee Roster**

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**Related Information:**

[KAVI Help](#)

**The Technical Committee Calendar**

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**Related Information:**

[KAVI Help](#)

**Technical Committee Documents in Kavi**

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**Related Information:**

[KAVI Help](#)

**Technical Committee Electronic Ballots**

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**Related Information:**

[KAVI Help](#)

**Technical Committee Action Items**

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**Related Information:**

[KAVI Help](#)

## Technical Committee E-mail in Kavi

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### Related Information:

[KAVI Help](#)

## Overview

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## Tracking Meeting Attendance

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## Scheduling Technical Committee Meetings

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## Meeting Minutes

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## Issues Tracking

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## Meeting Agendas

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## Converting Private to Public URIs

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## Overview

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## Ballots

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## Full Majority

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## Simple Majority

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## Special Majority

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## TC Administrator Requests

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## **TC Administrator Requests**

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## **Affirmation of OASIS Standard Ballot**

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## **Charter Clarification**

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## **Committee Specification Ballot**

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## **Discussion List Creation**

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## **Errata Review**

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## **External Resource Request**

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## **OASIS Standard Submission**

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## **OASIS Standard Submission Ballot**

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## **15-day Public Review**

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## **60-day Public Review**

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## **Technical Committee Formation**

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## **OASIS Intellectual Property Rights Policy**

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### **Related Information:**

[OASIS IPR Policy](#)

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### **Related Information:**

[OASIS IPR Policy](#)

## **Member Sections**

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#### **Related Information:**

[OASIS Member Section Policy](#)

### **Member Sections**

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#### **Related Information:**

[OASIS Member Section Policy](#)

### **Member Section Steering Committee Special Majority Vote**

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### **Member Section Steering Committee**

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### **Technical Committee Affiliation**

A Technical Committee may affiliate with at most one member section.

#### **For existing Technical Committees:**

An existing Technical Committee must approve, via a [Special Majority Vote](#), a request to affiliate with a Member Section.

Upon successful completion of the Technical Committee ballot, the [Member Section Steering Committee](#) must then approve the affiliation by a [Member Section Steering Committee Special Majority Vote](#).

#### **For proposed Technical Committees:**

1. The Member Section Steering Committee should review and provide any/all feedback to the Charter proposers prior to formal submission to the Technical Committee Administrator.
2. The proposed Charter must state that the Technical Committee "intends to affiliate with" the designated Member Section.
3. After delivery of the final Charter to the TC Administrator, the TC Administrator shall forward a copy of the final Charter to the Member Section Steering Committee, which shall then conduct a Member Section Steering Committee Special Majority Vote to approve affiliation of the proposed Technical Committee.
4. If the results of the Member Section Steering Committee Special Majority Vote are known prior to Call for Participation, the TC Administrator will ensure that the affiliation is duly noted (or deleted); if the results are not yet in or ballot hasn't yet taken place, the previous "intends to affiliate" language remains in the charter as circulated.

## About OASIS

### Company Information

OASIS is a not-for-profit consortium that drives the development, convergence, and adoption of open standards for the global information society.

### Contact Information

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