

Configuration Management of SDR Specifications

Version 1 – Sept 2014

Approved by a Steering Group vote affirmed on **19 Sept 2014**, and applicable until a new version is approved.

1 References

- [1] CC SCA Charter
- [2] WinnF Project Approval Process
- [3] WinnF Document Approval Process

2 Purpose

The WinnF releases Specifications in support of SCA-based Standardization. Usage of those Specifications as Standards for SDR implies to establish a long-term configuration management policy for designated specifications.

This policy sets the basis for such configuration management policy.

It takes part in satisfaction of the strategic objectives of the CC SCA to position the WinnF in situation to deliver specification potentially referenced as standards by SDR stakeholders.

The aspects covered by this policy are:

- Establish the decision process for a Specification to be managed under the policy,
- Enable open collection of Issues spotted by user's community on a WinnF Spec,
- Constitution of an Architecture Board,
- Ensure periodic or member-requested instruction of the collected Issues,
- State the mechanism for initiation of a revision project,
- State dispositions applicable for Revision Projects.

3 Decision to place a WinnF Specification under this policy

Among WinnF documents, only WinnF Specifications prepared by the CC SCA (see [1]) may be managed under the current Policy.

The decision is to be taken by a specific motion approved by the CC SCA Steering Group.

4 Collection of Issues

Issues identified in front of a Specification managed under the current policy will be collected by means of an internet-based Issues collection mechanism.

Any individual identifying himself as a user of the specification will have the possibility to post an Issue.

The set of information attached to an Issue is at least comprising: names and coordinates of the submitter, organization of affiliation, version of the specification commented, identification of the place in the text where the issue applies, descriptive text of what the issue

is and, optionally, proposed direction for resolution, and, optionally, proposed detailed edits for resolution.

No Issue may be posted anonymously.

5 Architecture Board

An Architecture Board is established, reporting to the CC SCA Steering Group.

The Architecture Board is specifically entitled to instruct the Issues Collected, through holding of Reviews of Issues, and to advise the Steering Group on related matters, in particular with regards to initiation of Revision Projects and evaluation of backwards compatibility impact of revised versions.

The members of the Architecture Board need to be affiliated with a WinnF member organization, with no derogation possible.

The composition of the Architecture Board will be decided by the Steering Group. In particular, the Steering Group may decide to directly act as the Architecture Board, or decide to create a dedicated group.

6 Instruction of Collected Issues

A General Review of Issues of all the collected Issues is realized by the Architecture Board on a quarterly basis.

A Specific Review of Issues can be required by any WinnF member, based on some motivated statement of emergency, with Steering Group evaluating if directing the Architecture Board to make the requested Specific Review of Issue.

Reviews are to provide SG with recommendations on whether a revision project should be initiated to launch revision of a Specification.

Reports of the Architecture Board reviews outcome are distributed to CC SCA membership.

If and as required, Work Group leaders or subject matter experts may be invited by the Architecture Board to attend a Review of Issues. Any invitee has to be affiliated with a WinnF member organization, with no derogation possible.

7 Initiation of a Revision Project

Based on the recommendation from the Architecture Board, the Steering Group is to proceed with initiation of a revision project.

The Advisory Council is informed by Steering Group of the Architecture Board recommendation to initiate a Revision Project.

A revision project denotes a WinnF project, launched in conformity with the WinnF Project Approval Process [2], implying submission of a Project Proposal has to occur.

In case the WG having originated the specification is active, the Steering Group will task the WG to identify a Champion and manage the Project Proposal preparation. In case no Champion is identified by the WG or no WG is active, the Steering Group will issue a call for Champion in relation with the Revision Project under consideration.

The list of all Issues to be addressed by the Revision Project is assigned by the Architecture Board to the Revision Project.

The Project Proposal shall explicitly specify if the considered project is limiting its scope to the Issues assigned by the Architecture Board.

A notification that the proposal is under preparation is sent to all submitters of listed Issues, inviting them to join the project when relevant.

Any other aspect of standard WInnF project proposition and approval is applicable, in conformance with [2].

8 Revision Project

Upon approval by PAC, the Revision Project is executed as any other WInnF Project, with additional dispositions specifically applicable to Revision Projects.

The WInnF Document Process [3] is applicable for project realization:

- The name and document number of the elaborated WInnF work product is the same as the revised Specification, unless authorized by the Architecture Board.
- Version number for the elaborated WInnF work product is set to be approved by the Architecture Board.

A backward compatibility report needs to be specifically prepared and attached to the Work Group proposal submitted, after a successful Work Group ballot, to CC SCA Approval.

Based on the submitted WG-Approved Proposal, the Architecture Board will be tasked to evaluate the Proposal and the backward compatibility report to advise the Steering Group concerning proceeding with the Approval, in light of its backwards compatibility matters mitigation responsibility.

The Steering Group may decide: (i) to turn back the Proposition to WG based on the Architecture Board report, (ii) to proceed with Committee Ballot.

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