Initiated by any voting member, at any time by circulating an email proposal to the CAB Forum that identifies the scope of the Working Group's activities, including project name, project scope, deliverables, limitations, and expiration.

Working Group proposal

Forum votes whether to approve Working Group scope and charter as presented.

Simple Vote

CAB Forum Chair appoints Working Group Chair(s) from among volunteer members who want to work on the project. WG members may join or leave a working group at any time. Interested Parties may join if they've signed the IPR Agreement.

Working Group

(WG)

WG holds meetings to work on deliverables (Working Drafts). WG appoints editors responsible for version control and notetakers to record minutes of meetings. WDs are circulated to all WG members for review and discussion via email/listserv. WDs are not required to be posted to the Wiki , but may be circulated to the CABF Management list upon request or posted on the Wiki at the WG's discretion. WDs should not be distributed outside the WG without WG approval.

Approved as a Final Working Draft (FWD) when two-thirds of WG members voting decide that the WD is ready for general forum distribution and posting to Public List. WG makes recommendation to Forum whether FWD should be circulated for greater public review and suggests an appropriate (30- or 60-day) comment period. WG appoints a single editor who is responsible for document version control.



WG Approval



FWD is posted to the Public List and Wiki. WG Chair or Editor circulates the draft and Wiki URL by email to the CAB Forum membership, formally requests comments from the Forum for the preparation of a Forum Draft or a Public Draft. Schedule set for ballot on Forum Draft (FD) or comment period on Public Draft (PD).

Forum members who haven't participated in the WG may provide comments for Forum Draft or Public Draft. Editor updates draft based on agreed-to changes. New versions with track changes and an updated version number may be circulated periodically, but no more than once per week, and are posted to the Wiki. Editor may move Draft back into the WG Working Draft stage.

Thirty-day or sixty-day public comment period announced. Editor records public comments in a Comment And Resolution Table (CART) for tracking purposes and updates the Public Draft for any minor or non-controversial comments. Other comments may be assigned or referred to any other member for suggested resolution or to the group for discussion.

At the close of the public comment period, the Forum reviews the CART to assess the status of comments and proposed resolutions and decides whether to proceed with ballot or return Forum Draft back to the WG for additional work.

Forum prepares draft ballot for CA/Browser Forum adoption of a Forum Guideline and reviews proposed implementation deadlines and proposed effective date. Or may move the Forum Draft back to the WG for additional work.

Initiated by three voting members (proponent and two endorsers)

