OGC®

Open Geospatial Consortium (OGC)

Request for Quotation (RFQ)

and

Call for Participation (CFP)

for OGC Testbed 10

OGC Web Services Initiative - Phase 10 (OWS-10)

Annex D
OGC Testbed 10 Communications Plan

RFQ Issuance Date: 15 July 2013

Proposal Due Date: 26 August 2013

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1 Overview

This document describes the Communications Plan for OGC Testbed 10. The plan includes a defined OGC approach as well as policies and procedures for effective communications among selected organizations, participants, sponsors, and the OGC Interoperability Program (IP) Staff.

Each organization, regardless of any teaming arrangement, shall provide a designated Point of Contact (POC) who will be available for scheduled communications about OGC Testbed 10status. That POC shall identify alternatives that will support the designated POC as needed. The designated and alternative POCs shall provide contact information including their e-mail addresses and phone numbers. All proposals shall include a statement or documentation of their understanding, acceptance, and handling of the communications plan.

OGC will designate technical Team Leaders for activities in each thread. The Team Leaders shall work with IP Initiative Management, responsible participants, and the sponsors to ensure that OGC Testbed 10 tasks/activities are properly assigned and executed. The team leader is accountable for activity and schedule control and team communication. They must also raise issues of concern rapidly and proactively on schedule slippage, resource issues to OGC's management assigned for OGC Testbed 10 Initiative.

2 Communications Plan

The following elements of the communications plan are directed to one or more tasks/activities in the WBS or requirements in Annex B:

- The need to proactively and rapidly alert participants of events, deadlines, and decisions that affect them,
- The need to keep participants apprised of the status of all participants to ensure coordination and cross-communication,
- The need for participants to post items of interest, status reports, and software for distribution amongst the participants,
- The need for participants who are in remote locations to provide to IP Staff or other participants with software for installation at various support sites, and
- The need for groups of participants to communicate/discuss and resolve ongoing definitional and development issues and related solutions.

The following tools are implemented for use during the OWS-10 initiative:

- Interoperability Program **email reflector** (OWS-10@lists.opengeospatial.org) for non-technical communication, plus lists for each thread for technical discussions.
  - PLEASE NOTE: the email reflectors are not intended for exchanging files with others. The portal should be used for uploading of files, followed by notification to the rest of the team.
- **Public project web site** (http://www.opengeospatial.org/projects/initiatives/ows-10),
- Project **Twiki** site and/or **github** repository for team collaboration
- **Teleconference** and **webex/gotomeeting** tools
- Web portal (http://portal.opengeospatial.org/) with the following modules:
  - **Calendar** for assigning, viewing and coordinating schedules,
  - **Contact list** of participants, staff and other key individuals,
  - **Discussion Forum** for technical discussions,
  - A web-based **file upload** mechanism,
  - **Project timeline** tracking,
  - **Action items** tracking, and
  - A procedure for arranging, announcing, and executing **teleconferences**.

3   Progress Reporting

The OGC IP staff will provide regular (monthly) progress reports on OGC Testbed 10 to the sponsors. To do this, **participants must submit technical and business progress reports by the 10th of each month, as detailed in Annex A, section 5.3.1**.

The purpose of the **monthly business report** is to provide the Initiative Manager, Financial Officer, and IP Executive Director with a quick indicator of the project health, from each Participant's perspective.

Each Thread Architect consolidates their thread's monthly technical reports to send to the Initiative Manager by the 15th of each month. The Initiative Manager then consolidates these into the progress reports submitted to the sponsors by the 20th of each month. The OGC IP staff and the sponsors also provide status reports about the program to the OGC Technical Committee and the OGC Planning Committee as feasible and appropriate. At those times the participants may present interface designs and other reports to the TC and PC.

OGC IP staff will review action item status on a weekly basis with Team Leads and participants that are responsible for the completion of those actions. Action item status reports will be posted to the OGC Testbed 10 web sites each week. Email will be used to notify Team Leads and responsible parties of pending actions for a given week.

4   Interoperability Program Code of Conduct

4.1   Abstract

This section outlines the Principles of Conduct that shall govern personal and public interactions in any OGC activity. The Principles recognize the diversity of OGC process participants, emphasize the value of mutual respect, and stress the broad applicability of our work. A separate section of the Policies and Procedures details consequences that may occur if the Principles of Conduct are violated.

4.2   Introduction

The work of the OGC relies on cooperation among a broad cultural diversity of peoples, ideas, and communication styles. The Principles for Conduct guide our interactions as we work together to develop multiple, interoperable technologies for the Internet. All OGC process participants aim to abide by these Principles as we build consensus in person, at OGC meetings, in teleconferences, and in e-mail. If conflicts arise, they are resolved according to the procedures outlined in the OGC TC and IP Policies and Procedures.

4.3   Principles of Conduct

1. OGC process participants extend respect and courtesy to their colleagues at all times.

OGC process participants come from diverse origins and backgrounds and are equipped with multiple capabilities and ideals. Participants in related tasks are often employed by competing organizations. Regardless of these individual differences, participants treat their colleagues with respect as persons-- especially when it is difficult to agree with them. Seeing from another's point of view is often revealing, even when it fails to be compelling.

English is the de facto language of the OGC process, but it is not the native language of many OGC process participants. Native English speakers are requested to speak clearly and a bit slowly, and to limit the use of slang in order to facilitate the comprehension of all listeners.

2. OGC process participants develop and test ideas impartially, without finding fault with the colleague proposing the idea.

We dispute ideas by using reasoned argument, rather than through intimidation or ad homonym attack. Or, said in a somewhat more consensus-like way: "Less heat and more light."

3. OGC process participants think globally, devising solutions that meet the needs of diverse technical and operational environments.

The goal of the OGC is to maintain and enhance a working, viable, scalable, global set of interfaces and protocols that provide a framework for interoperability in the geospatial domain. Many of the problems we encounter are genuinely very difficult. OGC participants use their best engineering judgment to find the best solution for the whole domain of geospatial interoperability, not just the best solution for any particular network, technology, vendor, or user. We follow the intellectual property Principles outlined in http://www.opengeospatial.org/legal/.

4. Individuals who attend OGC facilitated meetings are prepared to contribute to the ongoing work of the membership and the organization.

OGC participants who attend OGC meetings read the relevant Pending Documents, RFCs, and e-mail archives beforehand, in order to familiarize themselves with the technology under discussion. This may represent a challenge for newcomers, as e-mail archives can be difficult to locate and search and it may not be easy to trace the history of longstanding Working Group, Revision Working Group, SIG, Standard Working Group, Domain Working Group or Initiative debates. With that in mind, newcomers who attend OGC meetings are encouraged to observe and absorb whatever material they can, but should not interfere with the ongoing process of the group. OGC meetings run on a very limited time schedule, and are not intended for the education of individuals. The work of the group will continue on the mailing list, and many questions would be better expressed on the list in the months that follow.

5. It is expected that many of the participants working on related tasks are from competing organizations. To preserve and sustain our productive environment in which ideas are discussed openly, and all participants' viewpoints are respected, it is imperative that participants refrain from using OGC resources (mail lists, portal, twiki, teleconferences, etc.) for commercial messages favoring any particular products, business models, or ideology.

4.4   Acknowledgements

OGC acknowledges the work done by the IETF on a code of conduct (specifically RFC 3184). These principles of conduct are modeled on their work.