OASIS OPEN

Technical Committee Charter Template

This is a draft proposal. It has not been submitted to or accepted by OASIS Open.

INSTRUCTIONS FOR USE:
Make a copy of this template to draft your charter in collaboration with others or privately. The OASIS Project Administrator (project-admin@oasis-open.org) is available to answer questions and offer suggestions.

Section 1: TC Charter	*OASIS staff will remove this column when your charter is ready.*
(1)(a) TC Name <Enter your Project's complete name here.>	*The name must be unique and may not have been previously used for an OASIS TC. Do not include any non-OASIS trademarks or other protected terms. The name should specify any acronyms or abbreviations of the name that shall be used to refer to the TC and these should be all uppercase.*
(1)(b) Statement of Purpose <Enter your statement of purpose here.>	*Identify the problem and challenges that exist and describe how this work will address those issues.*
Business Benefits <Enter a description of your stakeholders and the benefits they will gain here.>	*Who will benefit from this work? Who are the key stakeholders? Provide as much detail as you can about the value of your Project—to potential participants and to adopters. Ideally, list all the categories of stakeholders (types of organizations, vertical*

	industries, professional titles) and explain how each will benefit. Help potential participants make the case to their management for why they should be part of this work. Convince potential adopters they should monitor if not engage with your Project.
(1)(c) Scope \<Enter a description of what is in and out of scope for your project here.\>	*Identify the topic the TC will tackle (the "what" not the "how"). You may deem some items as out of scope for the first phase of work, leaving flexibility to incorporate them in the future. Reference any specific contribution you intend to use as a starting point, but keep in mind other contributions may be made by members.*
(1)(d) Deliverables \<Enter a list of the TCs expected deliverables and rough time frames here.\>	*Deliverables are the work products your TC initially expects to produce. These can be technical works like Committee Specifications, non-technical works like Committee Notes, or supporting pieces like schemas, UML models, glossaries or requirements documents. You do not need to decide and exhaustively list the TC's work here. This section is simply to give people an idea of your first targets. A TC can change its list of deliverables at any time so long as they stay within scope.*
(1)(e) IPR Mode \<Enter your choice of IPR mode for the TC here.\>	*The IPR mode determines obligations TC members incur when their work becomes an OASIS Committee Specification or OASIS Standard. Most TCs operate under the Non-Assertion mode; other options are*

	described in the [OASIS IPR Policy](#).
(1)(f) Audience <Enter a list of the categories of people likely to participate in this work.>	*Identify the types of organizations and people who should participate in the TC.*
(1)(g) Language <Identify the primary language to be used for meetings and TC work products.>	*The choice of language applies to the TC as a whole. Some OASIS TCs create Subcommittees to work in different languages.*
(Optional References for Section 1) <If the content above refers to other content, you should list it here along with links or other information on how users can obtain a copy.>	*TC Proposers sometimes wish to provide hyperlinks to online resources for assets identified above. Resources can also be listed in the final subsection "References".*
Section 2: Additional Information	
(2)(a) Identification of Similar Work <Enter names and short descriptions of any other initiatives working in this particular standards area.>	*The list and description of similar work is required. Reviewers and potential participants want to know why this particular TC is needed (in view of other standards and standardization efforts) and what similar work exists. The information in this section demonstrates the proposers' awareness of the global context for their work, provides justification for this additional standards work, and indicates how the new work is*

	different from other standardization efforts.
(2)(b) First TC Meeting <Enter the date, time, and location of the first meeting, who will sponsor it, and whether it will be held by telephone or face-to-face.>	*The first meeting can be no earlier than 30 days after the Call for Participation goes out or 45 days if the first meeting is to be held face-to-face.*
(2)(c) Ongoing Meeting Schedule <Describe how often the TC expects to meet (or whether it will work without meetings) and who will be responsible for hosting the meetings.>	*You can make a general commitment such as "responsibility for hosting the meeting will rotate through the member companies.*
(2)(d) TC Proposers <Enter the names, electronic mail addresses, and membership affiliations of at least Minimum Membership who support this proposal and are committed to the Charter and projected meeting schedule.>	*Minimum Membership means at least five Eligible Persons who have joined OASIS and who are ready to participate in this work. At least two OASIS Organizational Members must be represented.*
(2)(e) Primary Representatives' Support <For each Organizational Member, enter the Statement of Support for their participant.>	*For each OASIS Organizational Member listed above, provide the name, electronic mail address, membership affiliation, and statement of support for the proposed Charter from the organization's Primary Representative. The "Primary Representative" is the person designated by the organization to be OASIS's primary point of contact.*

	The statements generally tak a form like "I, [Name-of-Primary-Representative, Personal-Email-Address], as OASIS primary representative for [OASIS-Organizational-Member-Name], confirm our support for this proposed Charter and endorse our participants listed above as named co-proposers."
(2)(f) TC Convener <Enter the name, email address, and affiliation of the person who will be acting as TC convener.>	*The convener acts as the single point of contact with OASIS staff for coordinating the launch of the TC.*
(2)(g) OASIS Member Section <Enter the Member Section, if any, that the TC plans to affiliate with.>	*Note that the TC can always ek*
(2)(h) Anticipated Contributions <List any works the proposers intend to initially contribute to the TC here.>	*If the TC co-proposers or others are intending to contribute existing technical work to the TC (e.g., a draft specification or requirements document), every effort should be made to ensure that these documents are made publicly available at the time of the proposal submission. Potential TC participants, including additional co-proposers, may wish to examine these input documents.*
(2)(i) FAQ Document <Enter a FAQ or a link to a FAQ if you have one here.>	*The proposers may indicate in (2)(i) whether a FAQ document is being prepared for release in conjunction with the proposal announcement/review, or in*

	conjunction with the Call for Participation. OASIS TC Admin will assist with the publication of the FAQ document at the appropriate time. Naturally, the FAQ document may also be produced and updated after a TC launches.
(2)(j) Work Product Titles and Acronyms <If you have any expected work product titles that the TC will be producing, list them here.>	

When you're ready to submit this charter, notify OASIS. The TC Administrator will ensure it is complete and meets all requirements.

For more information, please see:
- TC Process