Section 1: TC Charter  
  
(1)(a) Name of the TC  
  
OASIS Best Current Practices (BCP) Technical Committee

[Comment 1: The TC name will lead to confusion with IETFs concept of BCP. IETF uses BCP to describe it’s standardisation process, the IETFs formal structure etc. For OASIS the equivalents are contained in various OASIS policies and guidelines published by the Board, Staff and TAB. At the very most, this TC should only develop guidelines and must not imply any authoritative nature. Maybe we can “mind the gap” between existing OASIS polices, guidelines and practices, and what is left for TCs to invent by calling this the Guidelines and Practices TC (GAP). ]  
  
(1)(b) Statement of Purpose  
  
This technical committee will produce guidance and practice documents to help with aspects of managing and maintaining technical committees and their work products in OASIS.

[Comment 2: What is “best” is a value judgement between the participants and may not represent the views of a broad set of practitioners. The TC should produce guidance and practice documents with no judgment as to what is best. Furthermore any deliverables should be Committee Notes and not Committee Specifications nor OASIS standards.]

[Comment 3: The focus should be for TCs within OASIS. If they are useful to activities outside of OASIS that is a nice side effect though it should not be a driver as this could over generalise and take the work out of context.]  
  
These documents will not impose any mandatory requirements on TCs and will not be OASIS policy documents and official guidelines. Theymay voluntarily be used by other TCs.. Should the OASIS Board or Staff publish guidance and policy documents similar to those produced by the TC, the equivalent TC documents will be withdrawn

[Comment 4: The notion that a TC can claim conformance is weird in OASIS as there is no way to enforce. In addition a TC should always be free to adapt any guidance and practices to its own needs with the constraints of OASIS policies.]

[Comment 5: The OASIS Board and Staff may issue policy and guidance documents at any time, so any TC documents that exist and that covers equivalent topics would have to be withdrawn as OASIS Board and Staff documents will override. Duplication must be avoided.  
  
As these documents will be produced by a TC in OASIS, they can be referenced and used by other organizations outside of OASIS.  
  
Business Benefits   
  
Organizations join standards developing organizations (SDOs) like OASIS and participate in the development of open standards to solve business problems. When SDOs lack sufficient best practices, organizations can potentially waste a lot of time trying to address overhead efficiencies, rather than spending the time doing the work that solves their target business problems.  
  
The OASIS standards development organization has defined policy documents and official guidelines that govern and assist the work of technical committees. However, these documents are not complete and do not fully define or explain some of the day-to-day details that most TC need. As such most technical committees in OASIS are required to figure out day-to-day operations themselves. This leads to variability between technical committees and proves to waste a lot of time. In some cases this also includes different TCs creating similar but different practices..

[Comment 6: There exists guidance document covering aspects of TC operation \*\*including for minute taking\*\*. TC proposers with the help of TC Admin should families themselves with what currently exists]  
  
The idea behind this technical committee is to enable the members of the TC to define and produce best practices that others in OASIS can use.   
  
By providing guidance and practices for how to do specific tasks, these documents would help get new TCs operating efficiently faster and help them avoid common pitfalls. One example of a guideline that could help new TCs is "roster maintenance".

[Comment 7: Remove the political statement in the first sentence. This type of statement is not appropriate for publication on the OASIS website.]

[Comment 8: none of the deliverables can be recommendations unless blessed by the Board or TC Admin though other processes.]  
  
(1)(c) Scope  
  
This technical committee will produce guideance and practice documents to help with aspects of managing and maintaining a technical committee and its work products.

[Comment 7: cannot cover all aspects as some are covered by formal policies.]  
  
This TC will limit its scope to proposals addressing gaps identified in the TC Process, Committee Operations Process, and other guidelines and practices published by the Board and OASIS Staff..

[Comment 8: There already exists some guidelines – minutes, conformance, interop, repository etc. Please familiarise with what already exists.]

Some guidelines and practices s may be submitted to the Board and or staff for adoption as formal policy or guidelines.  
  
The guidelines and practicess that this TC will create can help ensure that technical committees and their work products are managed and maintained in a consistent manner should a TC decide to adopt them.   
  
All guidelines and practices that are created must comply with OASIS policies and guidleines and must not encourage practices that violate them..  
  
It is possible that that this TC may produce multiple different guidance and practices for a single topic. Obviously the goal is to produce a single best practice document, however, the TC understand early on that some TCs may have radically different sets of requirements. Even if there are multiple guidance and practices for a single topic, at least they would all be documented in a single repository and could be easily referenced.    
  
(1)(d) Deliverables  
  
This technical committee will produce Committee Notes only that will document guidelines and practices to help with aspects of managing and maintaining a technical committee and its work products. This can include, but is not limited to, the following initial list of potential guidelines and practices:

[Comment 9: restrict to Committee Notes otherwise it is misleading as to their formal status in OASIS.]  
  
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[Comment 10: voting rights are defined in the TC process so should be excluded]  
\* Guidance for holding Face-to-Face Meetings   
\* Guidance for holding a plugfest or hackathon

[Comment 11: there are already some policies for demos.]  
\* How to conduct OASIS business exclusively over email   
\* Accepting and tracking new work items  
\* Using Google Docs for document collaboration   
\* Using Git for document collaboration  
\* Using Markdown for document content regardless of collaboration tool  
\* Responsibilities of a TC or Subcommittee Chair   
\* Responsibilities of an Editor  
\* Gaining consensus and dealing with contentious issues  
\* Distributing leadership responsibilities and holding reelections   
\* Writing a conformance section

[Comment 12: there are existing guidelines for conformance clauses.]  
\* Writing a security considerations section  
\* Writing a privacy considerations section

[Comment 13: The Board and/or TC admin may refuse to allow a work product to commence or proceed if it is felt to be in contradiction to existing policies and guidelines.]

[Comment 14: Suggest the first deliverable of this TC is to compile a list of existing cross TC policies, procedures, guidelines and practices within OASIS. Work with TC Admin on this.]  
  
(1)(e) IPR Mode  
  
Non-Assertion  
  
(1)(f) Audience  
  
All members of the OASIS community including contributors, editors, chairs, OASIS TAB members, OASIS staff, and OASIS Board members that are interested in helping improve the operational aspects of all technical committees at OASIS.  
  
(1)(g) Language  
  
English  
  
(Optional References for Section 1)  
  
N/A  
  
  
Section 2: Additional Information  
  
(2)(a) Identification of Similar Work  
  
Many SDOs have or produce best current practice documents. Some of these documents may be referenced or used as a baseline.

[Comment 15: including OASIS! See comment 14]  
  
(2)(b) First TC Meeting  
  
The first meeting will be held by teleconference on Wednesday, 17 December 2019, at 11:00 AM US Eastern. Symantec Corporation will host the call.  
  
(2)(c) Ongoing Meeting Schedule  
  
Other than a kick off meeting (meeting #2 that will be one month after the formation meeting), this technical committee may hold quarterly meetings as needed, to review contributions that can not be reviewed over email. It is expected that all work will be done electronically over email.  
  
(2)(d) TC Proposers  
  
\* Duncan Sparrell, [duncan@sfractal.com](mailto:duncan@sfractal.com), sFractal Consulting, LLC.  
  
\* Bret Jordan, [bret\_jordan@symantec.com](mailto:bret_jordan@symantec.com), Symantec Corporation.  
  
\* Jane Ginn, [jg@ctin.us](mailto:jg@ctin.us), Cyber Threat Intelligence Network, Inc.  
  
\* Ryan Hohimer. [ryan.hohimer@darklight.ai](mailto:ryan.hohimer@darklight.ai), DarkLight  
  
\* Justin Stewart, [jstewart@lookingglasscyber.com](mailto:jstewart@lookingglasscyber.com), LookingGlass Cyber Solutions, Inc.  
  
(2)(e) Primary Representatives' Support   
  
I, Duncan Sparrell ([duncan@sfractal.com](mailto:duncan@sfractal.com)) as sFractal Consulting’s Primary Representative to OASIS, confirm our support for the OASIS Best Current Practices Technical Committee (BCP TC) charter and my participation.  
  
I, Bret Jordan ([bret\_jordan@symantec.com](mailto:bret_jordan@symantec.com)) as Symantec Corporation's Primary Representative to OASIS, confirm our support for the OASIS Best Current Practices Technical Committee (BCP TC) charter and our participation.   
  
I, Jane Ginn ([jg@ctin.us](mailto:jg@ctin.us)) as Cyber Threat Intelligence Network’s Primary Representative to OASIS, confirm our support for the OASIS Best Current Practices Technical Committee (BCP TC) charter and our participation.   
  
I, Ryan Hohimer ([ryan.hohimer@darklight.ai](mailto:ryan.hohimer@darklight.ai)) as DarkLight’s Primary Representative to OASIS, confirm our support for the OASIS Best Current Practices Technical Committee (BCP TC) charter and our participation.  
  
I, Allan Thomson ([athomson@lookingglasscyber.com](mailto:athomson@lookingglasscyber.com)) as a LookingGlass Cyber Solutions, Inc. Primary Representative to OASIS, confirm our support for the OASIS Best Current Practices Technical Committee (BCP TC) charter and our participation.  
  
(2)(f) TC Convener  
  
Bret Jordan, [bret\_jordan@symantec.com](mailto:bret_jordan@symantec.com), Symantec Corporation.  
  
(2)(g) Anticipated Contributions  
  
N/A  
  
(2)(h) FAQ Document  
  
N/A  
  
(2)(i) Work Product Titles and Acronyms  
  
GAP