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| **Title\*:** | Process and timeline for AIOTI WG3 commenting on STF 547 TRs | | |
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| from **Source**\*: | JK Consulting & Projects (STF 547 Expert) | | |
| Contact: | Joachim Koss | | |
|  |  | | |
| input for **Committee**\***:** | SmartM2M | | |
|  |  | | |
| Contribution **For\*:** | Decision |  |  |
|  | Discussion | **X** |  |
|  | Information |  |  |
|  |  | | |
| Submission date**\***: | 2018-11-30 | | |
|  |  | | |
| Meeting & Allocation: | **SmartM2M#48** - | | |
| Relevant WI(s), or deliverable(s): |  | | |
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**ABSTRACT:***This contribution describes the process and the timeline for getting comments from AIOTI WG3 on STF 547 Technical Reports.*

1. **Introduction**

A question came up during the AIOTI WG3 plenary meeting:  
Can STF 547 share its Technical Reports (TRs) with AIOTI WG3 for getting comments, before the stable drafts will be provided to TC SmartM2M?

STF 547 experts have discussed this matter and agreed, that this should be made only for "stable drafts", which have been approved by TC SmartM2M. A clarification response from Patrick Guillemin confirmed, that the following process stays within the frame of the ETSI rules.

1. **Process description**

The process applies to each STF 547 TR.

* Reach TR quality level of “stable draft” approved by TC SmartM2M.
* Provide the stable draft (PDF files with watermark “Draft for consultation” and line numbers) in the open area of SmartM2M in docbox.etsi.org (<https://docbox.etsi.org/SmartM2M/Open>), where the draft can be downloaded.
* Send an email to the AIOTI WG3 email exploder, which explains the fact, that it is a draft for consultation, and describe the mechanism (also e.g. in a readme file on the docbox folder) on how to send the comments to the address of STF 547. Document the fact, that these contributions must be free of copyright & IPR.
* During the AIOTI WG3 commenting phase, TC SmartM2M may also continue further reviewing.
* STF 547 reviews and consolidates all received comments.  
  It is up to the decision of STF 547, if and how to incorporate received comments into the TRs.  
  Clarify, that the proposed changes are free of copyright and IPR (generally ok as long as it does not include protected pictures or protected protocols that are IP protected).  
  STF 547 treats them as STF 547 proposals.  
  There could be an annex in TRs to acknowledge the contributors for their contributions, which could be the only reward.
* Make transparent, how STF 547 decided to “appropriate” the comments and resolve the issue and then to pitch report all comments “in an executive summary format”. This might be an Excel file, which includes all received comments and STF 547 decision on each one. This could also serve as a feedback to the external contributors and as such honour their engagement.
* Provide the TR final draft to TC SmartM2M for approval, which includes the clearly marked STF 547 modification proposals being agreed before within STF 547.

1. **Process timeline**

