



Partner Organization Document Sharing Policy

Version 1.0

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1 Overview

A key element of the SDR Forum 2008 to 2011 strategic plan is an increase in collaboration with other relevant “partner” organizations in the development of specifications and standards to the benefit of the SDR Forum’s member organizations. Support for this type of collaboration requires clearly defined policies for sharing documents with the other organization. At a high level, such policies are defined in the SDR Forum Document Approval Process, which states¹:

“Through our liaison activity, the Forum may be involved with the document development process of other organizations. In this case, three scenarios are envisioned:

- 1) Scenario 1: The Forum develops a formal input to the other organization as a member of that organization. This input would need to follow the process for creating an approved document outlined in this process
- 2) Scenario 2: The partner organization provides input to the Forum as a member. In this case, the document will be assigned an information document number and will be treated under the rules of membership. This will likely mean the document will be protected as “SDR Forum Members Only”
- 3) Scenario 3: The Forum may jointly develop a document at the working level with the other organization that will be jointly released, in whole or in part, by the 2 organizations.

In the last case, the memorandum of understanding between the two working groups should clearly align the processes to be followed by the two organizations. At a minimum, the process should allow for multiple drafts of the document to be jointly developed between the two working groups without formal balloting by either group. Once the joint document is stable, the document should be balloted through both organizations following their respective processes. Should comments occur during the balloting at any stage by either organization that could materially affect the balloting of the other organization, a mechanism must be provided to allow for this feedback.”

The purpose of this document is to amend and clarify this policy to provide specific guidelines for collaboration for each type of anticipated relationship.

¹ SDR Forum Policy 001 - <http://www.sdrforum.org/pages/aboutTheForum/documentProcess.asp>

2 Formal Relationship through Joint Membership

The SDR Forum often enters into a relationship with another organization through a “Membership Swap”, granting the SDR Forum “member privileges” in the partner organization and the partner organization “member privileges” in the SDR Forum. In this type of relationship, each entity is expected to have full voting rights in the other organization. The following policies shall apply in supporting collaboration in this type of relationship:

Scenario 1:

- Only documents that have been balloted following the approved SDR Forum process may be formally submitted from the SDR Forum to the partner organization. Said documents shall be marked following approved SDR Forum practices, including an SDR Forum copyright notice.
- Submittal of documents to the partner organization from the SDR Forum shall only be made by the designated primary or secondary SDR Forum representative following the partner organizations established process.

Scenario 2:

- The partner organization has full rights as a member to submit input contributions to the SDR Forum consideration. Input contributions from partner organizations shall include an SDR Forum Coversheet and be assigned an SDR Forum input document number.
- Member organizations that hold memberships in both the SDR Forum and the Partner organization are free to submit documents for consideration to both organizations following the appropriate submittal process.
- Balloting by the SDR Forum on documents developed by the partner organization requires that those documents shall be submitted as inputs for review, with the Forum’s position on those documents balloted by the full membership following the approved SDR Forum process.
 - Approval in the SDR Forum ballot requires a vote of “approve” in the partner organization by the designated primary or secondary SDR Forum representative.
 - Disapproval in the SDR Forum ballot requires a requires a vote of “disapprove” in the partner organization by the designated primary or secondary SDR Forum representative.
 - Comments received during the SDR Forum balloting process will be provided as comments on the partner organizations ballot.
- The SDR Forum shall “abstain” in balloting within the partner organization on documents that have not been balloted within the SDR Forum by the full membership.

Scenario 3:

- In the case of a joint development, a process shall be documented and approved by the CEO and chair of the Technical Committee, Marketing Committee or

Regulatory Committee, as appropriate, that clearly aligns the approval processes of the two organizations.

- Committees, Work Groups or Special Interest Groups within the SDR Forum may respond to inputs from the partner organization, as appropriate, to mature documents that are in joint development. Responses shall follow the partner organization's input procedures and be clearly marked as working documents.
- Jointly developed documents must be successfully balloted in both organizations to be considered a joint specification or standard.

3 Formal Relationship in Which the SDR Forum is a Member of the Other Organization

The SDR Forum often enters into a relationship with a partner organization by becoming a member of that organization. In this type of relationship, documents are matured within the other organization, and result in a report, specification, or standard within the other organization based on content provided by the SDR Forum on behalf of its members. The following policies shall apply in this type of relationship.

- Only documents that have been balloted following the approved SDR Forum process may be formally submitted from the SDR Forum to the partner organization for consideration. Generally speaking, these documents will take the form of requirements to which the partner organization is developing to. Said documents shall be marked following approved SDR Forum practices, including an SDR Forum copyright notice.
- Submittal of documents to the partner organization from the SDR Forum shall only be made by the designated primary or secondary SDR Forum representative following the partner organizations established process.
- A project shall be chartered within the SDR Forum to support the development in the partner organization as an "entity work group". The boundaries for this project will be defined for each development activity, following the SDR Forum project approval process, to include allowing SDR Forum working documents developed within the project to be submitted as working documents to the partner organization for consideration.
- Inputs may not be directly made by the partner organization to the SDR Forum. Instead such submittals must be "sponsored" by the associated project leader on behalf of the partner organization.
- Balloting by the SDR Forum on documents developed by the partner organization requires that those documents shall be submitted as inputs for review, with the Forum's position on those documents balloted by the full membership following the approved SDR Forum process.
 - Approval in the SDR Forum ballot requires a vote of "approve" in the partner organization by the designated primary or secondary SDR Forum representative.

- Similarly, Disapproval in the SDR Forum ballot requires a requires a vote of “disapprove” in the partner organization by the designated primary or secondary SDR Forum representative.
- Comments received during the SDR Forum balloting process will be provided as comments on the partner organizations ballot.
- The SDR Forum shall “abstain” in balloting within the partner organization on documents that have not been balloted within the SDR Forum by the full membership.

4 Formal Relationship through a Memorandum of Understanding (MoU)

The SDR Forum often engages with other organizations through a memorandum of understanding (MoU). The rules for collaboration between the SDR Forum and the partner organization will be established within the MoU and approved by the CEO.

5 Informal Relationships Through Mutual Members

The SDR Forum maintains a number of informal relations with other organizations through mutual members. The following policies shall apply in this type of relationship:

- Only documents that have been balloted as SDR Forum recommendations following the approved SDR Forum process may be formally submitted from the SDR Forum to the partner organization for consideration as an SDR Forum contribution. Said documents shall be marked following approved SDR Forum practices, including an SDR Forum copyright notice.
- Documents still under development by the SDR Forum, but not yet voted, may not be submitted to other organizations as “informal draft” without permission of the SDR Forum CEO.
- Inputs may not be directly made by the other organization to the SDR Forum. Instead such submittals must be “sponsored” by an SDR Forum member on behalf of the partner organization.

6 Alternate Relationships and Variances

The SDR Forum recognizes that there are likely as many variations on process as there are potential partner organizations. The SDR Forum, therefore, reserves the right to modify these processes to accommodate the needs of specific relationships as they arise. The SDR Forum CEO or assigned designee shall have the right to make these modifications as necessary to support the SDR Forum’s members’ needs, subject to concurrence of the BoD if substantive changes are needed.