

Policy On Policies



Status: Final

Version: 1.2

OID: 47934.6.1.2.0.01

2020-05-24

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1 History

	approval
versionchangeslate	
1.0	initial 2019-01-28
	policy
1.1	add 2019-04-16
	numbering
	scheme
1.2	adjust 2020-05-24
	responsibility
	according
	to
	ETSI
	EN
	319
	401
	REQ-6.1-06
	and
	REQ-6.3-08

2 Scope

This policy defines how WPIA is building and maintaining policies.

3 Structure Of A Policy

Each policy SHOULD have this structure:

1. OID-Number
2. Title
3. Status
4. History
5. Scope
6. ...

4 Use Of Must, Should And May

The use of must, should and may is according to RFC 2119 <https://tools.ietf.org/html/rfc2119>.

The word MUST be written in uppercase letters.

1. **MUST** - This word, or the terms “REQUIRED” or “SHALL”, mean that the definition is an absolute requirement of the specification.
2. **MUST NOT** - This phrase, or the phrase “SHALL NOT”, mean that the definition is an absolute prohibition of the specification.
3. **SHOULD** - This word, or the adjective “RECOMMENDED”, mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
4. **SHOULD NOT**- This phrase, or the phrase “NOT RECOMMENDED” mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.
5. **MAY** - This word, or the adjective “OPTIONAL”, mean that an item is truly optional. One vendor may choose to include the item because a particular marketplace requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation which does not include a particular option **MUST** be prepared to interoperate with another implementation which does include the option, though perhaps with reduced functionality. In the same vein an implementation which does include a particular option **MUST** be prepared to interoperate with another implementation which does not include the option (except, of course, for the feature the option provides).

5 Status

A policy has one of following three statuses:

1. WIP (Work In Progress)
 - A team of contributors is working on the policy or policy changes.
 - The working version is published on the *working system*.
2. Draft
 - A team of contributors found a rough consensus for the current changes and the policy is pushed to the voting process. <https://tools.ietf.org/html/rfc7282>
 - The draft version is published on the *draft system*.
 - Only editorial changes **MAY** be added by Board of WPIA or a defined person.
3. Final

- The policy passed successfully the voting.
- The vote **MUST** be either approved or rejected by Board of WPIA. A rejected version will be sent back to WIP.
- The final approved version is published on <https://policy.wpia.club>.
- Only editorial changes **MAY** be added by Board of WPIA or a defined person.

6 Voting

The voting is processed on the WPIA voting system <http://motions.policy.teracara.org/>.

- A policy that is ready for voting will be announced on the policy mailing list.
- Everyone who has a valid account on TERACARA can participate in the voting with a certificate from TERACARA.
- The certificate is used to grant access to the voting system as well as to register the vote.
- Everyone has one vote.
- The voting will be given a voting period of at least one week and ends at 24:00 UTC of the final date.
- A voting will be counted as successful if a majority of the votes show yes.

7 Review Cycle

Each policy **SHOULD** be reviewed once a year.

Responsible for the review is the owner of a policy (e.g. data protection policy - owner data protection officer), Board of WPIA or a defined person.

8 Controlled Documents

The basic structure of the list of controlled documents is using these OID numbers:

No	Policy
0.	Policy on Policy
1.	CP
2.	CPS
3.	Data Protection / Security

No	Policy
4.	Arbitration
5.	Verification
6.	RA Agents
9.	Other Documents

A detailed list is maintained in [controlled_document.html](#).

9 Numbering Scheme

The version number of a documents consists out of 3 levels X.Y.Z

The first number (X) indicates a major version update.

The second number (Y) indicates minor changes approved by voting.

The third number (Z) indicates editorial changes.