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Guidelines for Approval of SNIA Technical Work Groups (TWG) v3.1

April 19, 2021



Revision History

Document Version Number	Date	By:	Comments
	March 29, 2001	Wayne Rickard	First Draft
	May 30, 2001	Wayne Rickard, Arnold Jones, David Black	Incorporates Tech Council and TD comments
	June 5, 2001	WR, Harald Skardal, Gary Phillips, Paul Massiglia	Review comments from Tech Council and BoD
	September 22, 2005	Arnold Jones, Roger Cummings	Updated text, including removing requirement for Board approval.
	April 2, 2011	Richelle Ahlvers	
	June 12, 2011	Richelle Ahlvers	Updated to new template
	June 14, 2011	TC	Changes to charter template contents
3.0	August 8, 2011	TC	Added guidelines to include SNIA Software, clarified Program of Work and Resources Sections
3.1	April 19, 2021	TC	Updated various sections, including the templates.



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Intended Audience

This document is intended for use by all members of the Storage Networking Industry Association (SNIA).

Objective

The primary objective of this document is to establish fair and consistent guidelines for the submission and approval of SNIA Technical Work Groups. This document is owned and maintained by the SNIA Technical Council under the provisions of the [Policies and Procedures of the SNIA](#).

What are Technical Work Groups?

Technical Work Groups (TWG) are subject-focused groups of SNIA members, chartered by the SNIA to carry out the original technical work of the organization.

Each TWG is provided with resources by the SNIA to assist the TWG in the execution of its Charter and the publication and promotion of the material it develops. For example, a SNIA TWG receives an e-mail reflector, web space, coordination of face-to-face meetings, and other benefits of SNIA support.

There are two forms, a TWG and a Provisional TWG. See the [TWG Policies and Procedures](#).

A TWG is chartered by the SNIA Technical Council and is expected to produce meaningful material of technical merit. The SNIA Technical Council has responsibility for approval of new TWG proposals, oversight of chartered TWG activities, and review of ongoing TWG relevancy.

TWGs must conform to the SNIA IP policy, follow the TWG Policies & Procedures and be governed by the SNIA Technical Council.

Technical Work Group Requirements

Any SNIA member or group of members may propose to the SNIA Technical Council the establishment of one or more TWGs. The proposers request a TWG Proposal Mentor from the TCMD (tcmd@snia.org).

Successful new TWG proposals have a broad support across the storage industry. Possible first steps include webcasts, BoFs, and a provisional TWG. The proposers should consider requesting a provisional TWG in order to draw in potential participants and get a charter and program of work that represents the broadest industry participation possible

A proposal shall include a proposed draft Charter and a Program of Work. Submissions are considered complete when the following documents have been submitted in writing to the Technical Council Managing Director (tcmd@snia.org).

- DRAFT Charter document
- DRAFT Program of Work document



Note: Submission templates are provided at the end of this document.

DRAFT Charter and Program of Work

The draft charter shall state the purpose and objectives of the proposed TWG, including the specific technical area to be the subject of the TWG. The charter will be favorably considered if it demonstrates relevance to the SNIA mission and vision, clearly defines terms in non-ambiguous language, and establishes the intended relationship between the proposed TWG and other organizations or groups that may also have legitimate claim to the intended technical area.

Technical Merit

Proposals should establish that the TWG, as proposed in the Charter, has a reasonable opportunity to deliver meaningful material of technical merit to the SNIA membership, supporting the SNIA mission, vision, and strategy. Examples of materials could include taxonomies, white papers, code, reference models, standards, APIs, etc. A clear statement of work, indicating specific deliverables, best communicates technical merit. Since a statement of work from the TWG is an ongoing requirement once the TWG is chartered and operational, it is strongly recommended that the submitters enter the proposal phase with a statement of work.

Evidence of General Interest

Statements of support from at least three SNIA member companies are a prerequisite for TWG approval. "Support" includes a response from each company's SNIA Primary Representative agreeing to provide an active participant for the TWG. The TCMD will verify this support.

Submission

Submitters should be prepared to formally present their proposal at a regularly scheduled or special meeting of the SNIA Technical Council. All materials must be submitted to the Technical Council at least seven (7) days in advance of that meeting. Late materials will be identified and may not make the agenda.

Timeline

The submitters present their proposal at a SNIA Technical Council meeting. The TC will review the proposal and respond to the submitters within 30 days. Response may be a request for more data, approval, a recommendation of another place for the work be done, or other. Approval may be conditional and carry specific requirements imposed by the Technical Council. A conditional approval is automatically revoked if the conditions are not met within the specified timeframe. A proposal may be updated to address TC concerns then resubmitted.

Notification

When a new TWG is formed, effort should be made to contact non-SNIA member companies, notify them of the potential new TWG, and offer them the opportunity to join and participate. The SNIA Technical Council Managing Director should be notified during submission of any non-SNIA companies or individuals that might have a vested interest in the work of the new TWG. New TWGs extend the scope



of projects covered by the SNIA, and consequently may make SNIA membership and participation more attractive to companies that are not current members.

Approval

Proposals in Review

Proposals for TWG formation are considered "in review" when any of the three criteria for submission have not been met or the submitters are preparing the response to the TC request for more data. At the discretion of the Technical Council, the SNIA may extend resources to help the organizers complete the full criteria.

BoF Sessions

Proposals in development or review may be opened up and presented to the general SNIA membership at "Birds of a Feather" (BoF) sessions. These sessions are not sanctioned TWG meetings. BoF meetings may be organized for the purpose of establishing membership interest, identification of potential TWG spokesperson(s), leadership, and TWG participants, and initial drafting of a proposed Charter and Program of Work.

Provisional Approval

The SNIA Technical Council may grant *Provisional Approval* to the TWG for the purpose of developing the Charter and Program of Work and soliciting additional industry involvement. Provisional approval includes advice from the Technical Council for the completion and formal approval of the Charter and Program of Work.

Provisional Charters are granted with a deadline by which Formal Approval is to be achieved. The Provisional Charter expires at that deadline. During the period in which the Provisional Charter is in effect the TWG may not release material external to the SNIA.

A provisionally approved TWG will be given the use of SNIA web site resources, including an email reflector. The granting of these resources shall not be construed to imply SNIA endorsement of a TWG. The resources are provided during the provisional approval period for the purpose of the final drafting of the proposed Charter and Program of Work.

In addition the Technical Council will appoint an interim Chair to lead the activities of the TWG until Formal Approval is completed. At which time the TWG membership must elect a new Chair or ratify the interim Chair.

A Provisional TWG is restricted to only working on the completion of their Charter and Program of Work. Once formal Technical Council approval is granted, the TWG may begin work on the Work Items contained within its Program of Work.

Formal Approval

Formal approval of a TWG is a decision of the SNIA Technical Council. A TWG is formally recognized when the Technical Council officially approves the proposed Charter and Work Items. The Chair of the Technical Council or the Technical Council Managing Director will officially notify the TWG submitters.



Benefits of a TWG in good standing include regularly scheduled face-to-face meetings during SNIA Symposiums (if desired), TWG space on the SNIA web site, access to SNIA industry standard liaisons, and mechanisms for approval and release of TWG-developed material to the SNIA membership.

The approved TWG is required to comply with the TWG Policies & Procedures document.

Technical Work Group Review

A formally recognized TWG is required to show evidence of ongoing merit and relevancy and is therefore reviewed on a regular basis. Additional information on TWG reviews is located in the SNIA Technical Work Group Policies & Procedures document.



Charter Submission Template

TITLE: < Name of proposed Technical Work Group>

SUBMITTER: <Name and member company affiliation of submitter(s), or Name if individual member>

DATE SUBMITTED: <Date>

VERSION: <Number>

CHARTER: A short text (2 – 3 paragraphs) that clearly explains and bounds the purpose and objectives of the proposed Technical Work Group (TWG).

The Charter should include a description of the specific technical area to be the subject of the TWG as well as specific exclusions. nm

Guidelines for writing a TWG Charter:

The Charter should include a description of the relevance of the proposed work to the SNIA mission and vision, clearly defining terms in non-ambiguous language, and describing the intended relationship between the proposed TWG and other organizations or groups that may also have legitimate claim to the intended technical area.

The Charter should be written in present tense. The Charter should be written in order to convey both the relevance and uniqueness of the TWG, as well as to scope and constrain TWG activities. It should act as the "summary" introduction to the TWG for SNIA membership, other Work Groups, and outside interested parties browsing the SNIA website. The Charter should provide a look beyond the initial project deliverables of the TWG to show how and when the work becomes important to the industry.

The Charter should state any guiding principles or assumptions relative to Customer needs, Market forces, and Technology trends. Since these assumptions may vary among SNIA members, it may be possible to have multiple TWGs active on similar projects. The rationale for permitting this should be clear from a reading of the Charter.

The Charter must indicate if the TWG intends to develop SNIA Architecture or SNIA Software. If the TWG intends to develop SNIA Software, the Charter must include the licenses under which that Software will be released.

RESOURCES: This section will be reviewed for evidence of general membership interest and support. Statements of support from at least three active SNIA members are a prerequisite for TWG approval. "Support" includes intent to actively participate in the TWG.

An example statement of support is "The <members> of SNIA have expressed their desire to participate (are prepared to invest resources) and cooperate in the development of this <Work Item(s)>."



Program of Work Submission Template

TITLE: < Name of proposed Technical Work Group>

SUBMITTER: <Name and member company affiliation of submitter(s), or Name if individual member>

DATE SUBMITTED: <Date>

VERSION: <Number>

PROPOSED PROGRAM OF WORK:

This document will be reviewed for evidence of Technical Merit. “Work Items” are deliverables and could include specifications, taxonomies, white papers, code, reference models, APIs, etc. “Study Areas” could include investigations in areas of general interest to the SNIA membership.

Technical merit is best established by clearly specifying a Program of Work that delivers specific technical materials or activities. Examples of these deliverables include:

- 1) Prepare a draft standard to <objective and scope of standard> based on proposals submitted and other information gathered during TWG investigations.
- 2) Test <Work Item(s)> through the voluntary and cooperative efforts of SNIA TWG members.

Also describe general attributes such as:

- 1) Relationship to existing standards activities, including recommendations for coordinating liaison
- 2) Relationship to other SNIA TWGs, Committees, Forums, and Initiatives.

Programs of Work should also include:

- Target dates for completion of Work Items (year & quarter)
- Owners for Work Items
- Techniques and/or recommendations for compliance verification
- Final disposition of Work Item, e.g. handoff to standards body, publication by SNIA, test suite delivered to Tech Center, etc.
- Expected consumers of output and how they will benefit