



VESA Policy 235F

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Procedure for Generation of VESA Standards and Non-Standard Documents VESA Policy 235F

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1 General Information

This policy documents the processes to be followed within the Video Electronics Standards Association for the generation of all standards and non-standard documents intended for publication.

The term “Non-Standard” documents is used to indicate any form of non-standard material that is developed by one or more Task Groups and is intended to be published, in any format, by VESA. It applies equally to specifications, printed documents, electronic documents, software, spreadsheets, presentations, etc.

“Member” refers to VESA members: either ‘regular members’ or ‘associate members’ as defined by VESA Bylaws. See clauses 2.01 – 2.03 of the Bylaws for definitions.

“Style Guide Review” indicates that the VESA office will conduct a review of the document to ensure that it conforms to the VESA Style Guide. A Style Guide Review will occur when specified in the processes defined by this policy except when the responsible Task Group Chair and VESA Executive Director agree that an alternative process is appropriate.

Sections 2 and 3 deal with the development of a proposal intended to be published as a VESA standard.

Sections 4 and 5 deal with the development of non-standard documents, other than VESA standards, intended to be published by VESA.

1.1 Voting

Votes are required at several stages of the development process. The type of vote (simple, roll call or special roll call) at each stage is defined in this policy, but the specific Task Group requirements for quorum and pass/fail criteria are defined in VESA Policy 210D (latest level).

1.2 Intellectual Property Rights (IPR)

Intellectual Property Policies and Requirements are covered by VESA Policy 200B. There are many references in this policy to VESA Policy 200B and the reader is advised to have a copy available for reference.

1.3 Rights to Emergent Property

All rights claimed in the Statement of Rights to Intellectual Property submitted by contributors, remain the property of their respective contributor. All rights to intellectual property emergent from the development of any document reside with VESA.

Note: VESA members can obtain copies of all policies from the Members Only section of the VESA website at www.vesa.org.

2 Outline of the Standardization Process

VESA standards, including standards revisions, are expected to complete the following process in order to be recognized and published as official standards of the organization:

- Informal Initiation of a Standard
- Formal Initial Proposal of a Standard
- Recommendation to Board of Directors (BOD) (optional for a standard revision)
- Initial Development of a Draft Standard Proposal.
- Final Development of a Standard Proposal.
- Task Group Approval for General Membership Review
- General Membership Review (GMR)
- A Parallel Style Guide Review
- Response to General Membership Review Comments
- Task Group Approval for Board Process Review/Adoption
- Board of Directors Process Review
- Publication of Standard

The requirements for each of these steps are specified in the following sections. Note that in some cases not all steps are necessary. Permitted exceptions and exception procedures are detailed later in this policy.

Process Summary:

This flowchart is for illustration of the process only; the actual process is defined by the text following the flowchart.

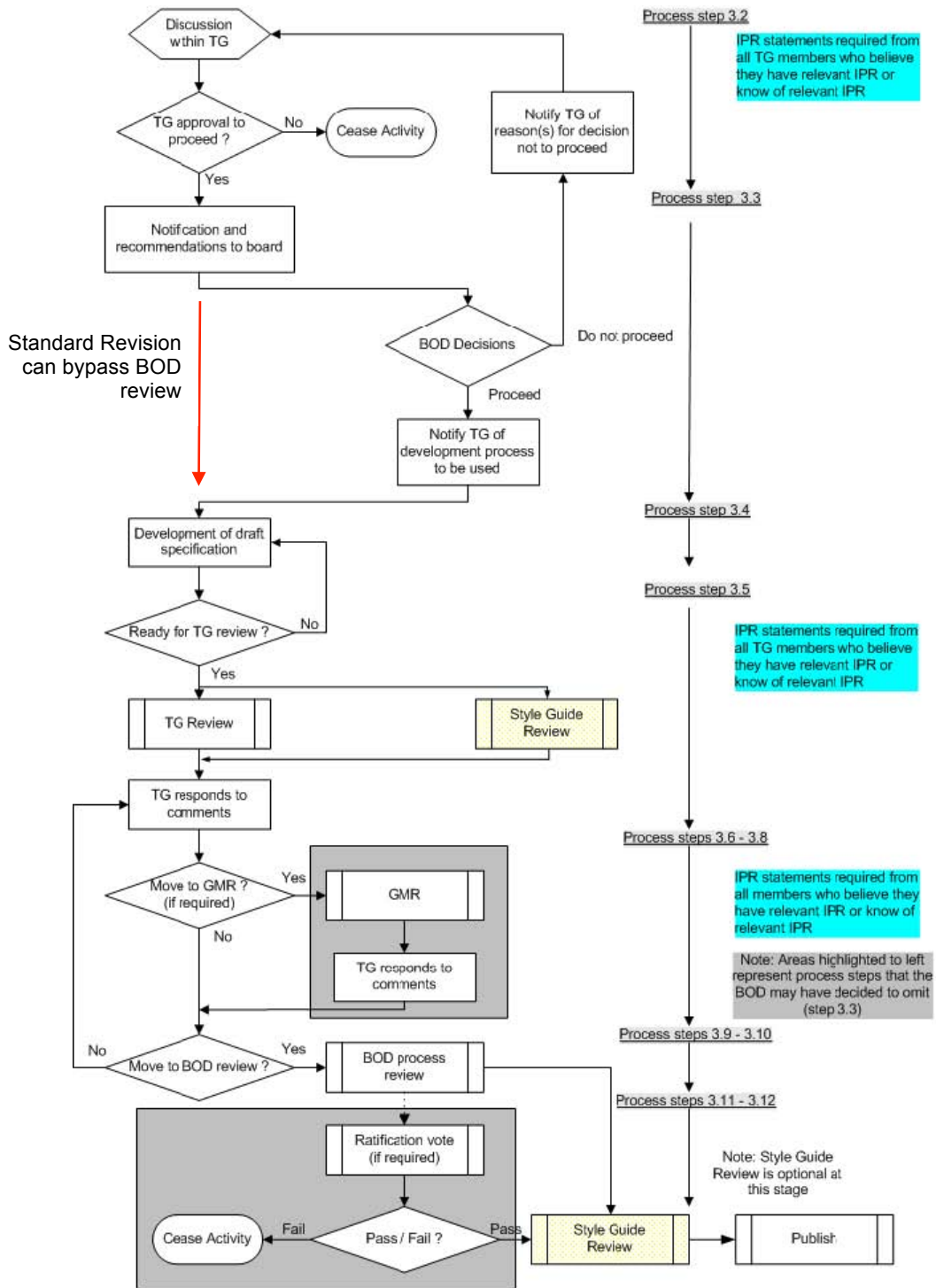


Figure 2-1: Document Development Flow

3 Standard Process Definition

3.1 Informal Initiation of a Standard or Standard Revision

New VESA standards development efforts, including that for a standards revision, may be initiated through informal discussions and lobbying of ideas by any member company or group of companies, or by a non-member company, individual, or group that are looking for a standardized solution to a problem.

A standards revision effort may also be initiated as the result of Standards Change Request (SCR) as further covered in sections 4 and 5.

3.2 Formal Initial Proposal of a Standard or Standard Revision

To formalize development of a new VESA standard or revision, a written proposal must be submitted to either the Board of Directors or to an existing Task Group. Proposals may be accompanied by a presentation to the group. These proposals may be made by any member company or group of companies, or by a non-member company, individual, or group. In the case of a proposal made by a non-member, the proposal must be made to the Board of Directors.

The submitter(s) of the proposal is defined as any company(s) or individual(s), either listed as such in the written proposal, and/or making the presentation of that proposal. Sponsor(s) must contact either the Board of Directors Chair or the Task Group Chair to which the proposal is being submitted at least two weeks prior to the meeting at which the proposal is to be presented. A copy of the proposal must also be submitted. The Task Group Chair will notify the group members not less than one week in advance of the meeting at which the presentation will be made. That notification must include directions for access to the proposal.

The submitter(s) is also required to make an IPR (Intellectual Property Rights) declaration in accordance with section 4.2 of VESA Policy 200B.

3.3 Recommendation to Board of Directors

If a proposal for a new standard is being made directly to an existing Task Group or when the proposal has been initiated by informal Task Group discussion, that group will consider the proposal and then must vote (simple vote) whether or not to recommend the proposal to the Board of Directors for approval as a VESA standardization effort. If recommended, or in the case of a proposal being made directly to the Board of Directors, the Board of Directors must then vote, no later than the next regularly scheduled meeting of the Board of Directors, as to which of the following courses must be followed:

- Assignment of the proposal to an existing Task Group as an approved VESA standardization effort, OR
- Creation of a new Task Group to pursue the development of the proposal, OR
- Creation of a VESA Special Interest Group (SIG) to pursue the initial development of the proposal, OR
- Rejection of the proposal. If rejected, the proposal may be resubmitted to the Board of Directors after a period of at least three months from the date of the original presentation. The specific recommendations and/or requirements made by the Board of Directors in rejecting the initial proposal must be addressed in the resubmitted proposal.

If a proposal for a revision to an existing standard is being made directly to an existing Task Group or when the proposal has been initiated by informal Task Group discussion, that Task Group will consider the proposal and then may proceed with one of the following:

1. Development of a draft standard revision with the Task Group, assuming the standard to be revised is applicable to that Task Group.
2. Submit a recommendation for the proposal to the Board of Directors for approval as a VESA standardization effort. A Task Group vote (simple vote) must take place enact this recommendation. If recommended, or in the case of a proposal being made directly to the Board of Directors, the Board of Directors must then vote, no later than the next regularly scheduled meeting of the Board of Directors, as to which of the following courses must be followed:
 - Assignment of the proposal to an existing Task Group as an approved VESA standardization effort, OR
 - Creation of a new Task Group to pursue the revision of the existing standard, OR
 - Creation of a VESA Special Interest Group (SIG) to pursue the initial development of the standard revision, OR
 - Rejection of the proposal. If rejected, the proposal may be resubmitted to the Board of Directors after a period of at least three months from the date of the original presentation. The specific recommendations and/or requirements made by the Board of Directors in rejecting the initial proposal must be addressed in the resubmitted proposal.

3.4 Initial Development of a Draft Standard Proposal

As noted above, initial development of the proposed draft standard (including a standard revision) may be either within a new or existing Task Group, or within a Special Interest Group (SIG) established specifically for this effort by the Board of Directors.

A Special Interest Group differs from a Task Group in that its meetings may be attended by non-members without specific authorization from the Chair of that group. However, the Chair of a SIG must be a representative from a VESA member company. The SIG Chair and/or the VESA Executive Director must take steps to publicize SIG meetings to the industry reasonably well in advance of these meetings. Voting eligibility and criteria within the SIG may be established by the SIG itself. However, in establishing a SIG, the Board of Directors must specify voting eligibility and criteria which may include restriction of voting rights to VESA members.

The SIG is automatically disbanded upon acceptance of its proposal by the Board of Directors. It may be replaced by a new Task Group by action of the Board of Directors. Alternatively, if the proposal is assigned to an existing Task Group for initial development, then that group may create a Subgroup to pursue this development.

At the end of the initial development phase, a draft standard proposal is required to be presented either to the Board of Directors (in the case of initial development via a SIG) or to the Task Group in question. This draft must include the following:

A statement of the general intent of the standard, a statement of the minimum performance level to be achieved (if appropriate) and an outline of the specific sections and specifications to be included in that standard.

Written statement(s) from the original submitter(s) regarding Intellectual Property Rights (Section 4.2 of VESA Policy 200B).

A development plan outlining the steps to be taken for completing the standard, including a schedule of expected dates for the remaining development checkpoints required in this process.

If the initial draft is completed by a SIG and then presented to the VESA Board of Directors, the Board of Directors must select one of the following: approve the establishment of a new Task Group to complete development of the standard; assign the development to an existing Task Group; reject the proposal and request further development by the SIG; or disband the SIG and end development of the proposal.

If the initial draft is completed by a Task Group, the group must vote (simple vote) to request approval by the Board of Directors for completion of the standardization effort. If the Task Group does vote to request such approval, the Board of Directors is required to consider this request no later than their next scheduled meeting. The Board of Directors may reject the proposal either on the basis of non-compliance with the Intellectual Property Rights requirements applicable at this stage (Section 4.4 of VESA Policy 200B), or because the initial draft proposal has serious deficiencies, or is not considered to be relevant in the view of the Board of Directors. If rejected for deficiencies or relevance, the Board of Directors must specify the area(s) requiring attention.

Immediately upon Board of Directors approval of the effort to complete the standard, the information listed above as required for the initial draft standard proposal must be published to the VESA membership to inform them of the decision to complete the standard and its expected completion schedule. This publication may be done electronically. At this time all member companies will be requested to state if they have any Intellectual Property Rights believed to be relevant to this proposal (see section 4.4 of VESA Policy 200B). The minimum period for a member response is defined in Section 4.4.2 of VESA Policy 200B.

3.5 Final Development of a Standard Proposal

Following the Board of Directors' approval of the initial draft and assignment to a Task Group, that group will complete development of the standard. This may be done via the establishment of one or more Subgroups as necessary.

3.6 Task Group Approval for General Membership Review

Approval for General Membership Review must be by roll call vote (or by written ballot, if requested). Vote must only be held at a Task Group meeting following proper notice of the intent to hold the vote as defined in VESA Policy 210D (latest level) or duly approved replacement policy.

All calls for Intellectual Property Rights in accordance with VESA Policy 200B must be completed prior to this vote.

3.7 General Membership Review

Upon approval from the Task Group for General Membership Review, the following materials must be distributed to the full membership.

- Latest draft of the proposed standard.
- A summary of all known Intellectual Property Rights with claimed relevance to the proposed standard as specified in Section 4 of VESA Policy 200B.
- Call for all members to identify any Intellectual Property Rights which they hold, or are aware of, believed to relate to the proposed standard or its ability to be implemented by the industry, as specified in Section 4.4 of VESA Policy 200B.
- Call for written comments on the proposed standard, including the date by which such comments are due to the VESA office.
- Call for members to identify themselves as desiring to be included in the final voting pool for adoption of the standard.

NOTE: Items in the above list are not required to be actually distributed to the membership. Requirements of this policy are met if documents are made accessible to the membership by placement on the VESA document center.

The General Membership Review period must be at least 28 days in duration, starting no earlier than the day on which the call for comments, etc., is distributed to the membership and the proposal and related materials are made available. All comments, Intellectual Property Rights statements (see

Section 4.4 of Policy 200B), and requests for inclusion in the Adoption Voting Pool must be sent to the VESA office and received by the office no later than 5:00pm (Pacific) on the due date.

In parallel with the General Membership Review, there must be a Style Guide Review of the document to bring it into conformance with the VESA Style Guide. Any apparent error(s) in technical content will be noted but not changed. The draft following the Style Guide Review must be used as the basis for all further amendments starting with any changes required as a result of General Membership Review comments.

3.8 Response to General Membership Review Comments

Following the close of GMR, all comments received by the specified date must be sent to the Chair of the Task Group responsible and distributed to that group's membership before the next regularly scheduled meeting. All comments must be addressed by the designated Task Group resulting either in modification(s) to the proposal or a written response outlining why no modification has been made. A summary of all comments received and the resulting modification(s) to the proposal and/or other responses will be prepared by the Chair (or designated representative) and sent to the VESA office for posting on the member only section of the VESA website.

3.9 Task Group Approval for Board Process Review and Final Adoption Vote

Upon completion of the final proposal and response to GMR comments, the Task Group must vote to send the proposal to the Board of Directors for its final process review. This vote must be by roll call of the eligible voting members of the Task Group, unless voting by written ballot is requested.

NOTE: As described in the first paragraph of Section 3.12, below, this vote constitutes the final adoption vote for the proposal to be adopted as a VESA standard. An agenda noting this vote is to be posted no less than three full business days prior to the meeting. It is assumed that any member company representative present at the Task Group meeting in question has the authority to cast that member company's vote, whether or not that representative is the company's official "voting member." Members who are not eligible to vote in the Task Group, but asked to be included in the final voting (adoption) pool are eligible to vote only on this item during this meeting.

3.10 Board Process Review

If the Task Group approves the proposal for Board Process Review, the VESA office staff (on behalf of the Task Group Chair), must submit the following to the Board of Directors:

- The final draft of the proposed standard
- The summary of GMR comments responses as described above
- A summary of all Intellectual Property Rights statements received during the development of the proposal. (Originals are on file at the VESA office)

The submission of these materials may be accomplished electronically, as long as specifics are distributed directly to each Board of Directors member.

Following submission of this material, the Board of Directors must review this material and vote on whether the standardization process has been properly followed in the development of this proposal, the Intellectual Property Requirements of the organization (VESA Policy 200B) have been met, and the proposed standard is still considered relevant.

The Board Process Review must be completed no more than 10 days after the call for review and availability of documents, unless specific objections to the process, the Intellectual Property Rights (see VESA Policy 200B), or relevance are made by any Director prior to the end of that period. If any such objection is made, the Board of Directors must vote on whether to send the proposal back to the Task Group to satisfy the Board of Directors' objections, or to end the work and cancel this effort entirely,

no later than the next regularly scheduled Board of Directors meeting. If no such objection is made, the proposal will be considered to be approved by the Board of Directors at the end of the Board Process Review period. The proposal may exit the Board process earlier following a Board of Directors vote. After exiting the Board Process Review the proposal will be considered to be adopted as a VESA standard.

In the case of the Board of Directors' rejecting the proposal, it is returned to the responsible Task Group with documented reason(s) and must re-enter the development process at a point specified by the Board of Directors.

3.11 Final Adoption Voting

Final Adoption voting will take place during the Task Group meeting at which the group is moving the document to Board Process Review.

Adoption of the proposal is determined via voting by members of the Adoption Voting pool, which consists of the following:

- All members of the responsible Task Group eligible to vote at the time of submission of the proposal for Board Process Review.
- Other VESA members in good standing who declared their desire to be included in this voting pool during General Membership Review.

The proposal package, as delivered to the Board of Directors per the above, must be made available to all eligible voting pool members. Voting must be by roll call vote of those eligible at the current meeting, and those who requested to vote during GMR. Those members who are not eligible to vote within a group, but requested to be included in the voting pool during GMR, may vote only on the item in question during this meeting.

During the meeting, the group may request the vote be taken by secret/written vote. Should this type of vote take place, the VESA staff will accept email votes from those eligible during the meeting, compile the results and report results to the group. Adoption of a proposed standard requires that a quorum of 40% of the voting pool members cast valid votes and at least two-thirds of votes cast are in favor of the proposed standard.

3.12 Publication of a Standard

Assuming adoption of the proposal, the adopted standard must be made ready for publication by the VESA office.

Changes at this point in the development process are restricted to those required for compliance with the VESA Style Guide. No changes in the content of the standard are permitted, except for the correction of typographical errors and removal of identification of the document as a "proposal", etc.

The final publication-ready document must be reviewed and approved for publication by the Chair of the responsible Task Group. Approval from the Task Group Chair must be received not more than 10 days following receipt of the document from VESA office.

If any of these requirements are not met, the standard must not be published or distributed until it has been reviewed and approved by the Board of Directors.

4 Outline of the Standardization Revision Process

Revision to a VESA standard can be published in one of three formats:

- A revised standard
- An Errata Sheet to an existing standard
- An updated Errata Sheet to an existing standard

There are two primary processes that result in the publication of a standard revision:

- Informal initiation of a specification revision through a task group (refer to Sections 2 and 3)
- Specification Change Request (SCR) submitted to VESA by a member or non-member company, individual, or group (refer to section 5)

When VESA standard revisions are developed through informal initiation, the development is expected to complete the following process in order to be recognized and published as official standards of the organization:

- Informal Initiation of a Standard Revision
- Formal Initial Proposal of a Standard Revision
- Recommendation to Board of Directors (BOD) (optional)
- Initial Development of a Draft Standard Revision Proposal
- Final Development of a Standard Revision Proposal
- Task Group Approval for General Membership Review
- General Membership Review (GMR)
- A Parallel Style Guide Review
- Response to General Membership Review Comments
- Task Group Approval for Board Process Review/Adoption
- Board of Directors Process Review
- Publication of Standard Revision

VESA standard revisions may also be put into effect through the Specification Change Request (SCR) process. Depending on the nature of the specification change (refer to Appendix A), the SCR may prompt the initialization of a standard revision, in which case the above process is followed. If the SCR is deemed to meet the qualifications for an Errata Sheet (which is normally the intent for an SCR), then the development is expected to complete the following process in order to be recognized and published as an official standard revision from the organization:

- SCR submission to VESA
- SCR review by Task Group (or BOD if no Task Group assigned)
- Task Group Approval for General Membership Review
- General Membership Review (GMR) of SCR
- Response to General Membership Review Comments
- Task Group Approval for Board Process Review/Adoption
- Board of Directors Process Review
- Publication of Standard Errata Sheet, or Errata Sheet Update containing SCR proposal

The requirements for each of these steps are specified in the following sections. Note that in some cases not all steps may be necessary. Permitted exceptions and exception procedures are detailed later in this policy.

5 Standard Revision Process Definition – Initiation through Specification Change Request (SCR)

5.1 Initiation of a Specification Change Request (SCR)

A formal request for a specification change can be prompted by the submission of Specification Change Request (SCR) form to VESA. The SCR can be submitted by any of the following:

- An existing Task Group
- Member of an existing Task Group, or group of members
- Other VESA member company, individual, or group
- A non-member company, individual, or groups, or member & non-member combinations

The SCR form is available from VESA. An SCR is normally used to initiate a Specification Errata, or Errata update. However an SCR submission can also result in the initialization of a Specification Revision by an assigned Task Group, as described in Section 2. The action taken is determined by the depth and nature of the specification change, if approved by the task group.

5.2 SCR Process Flow

The process flow for an SCR submission is shown diagrammatically in Figure 6-1. Detailed description of the process steps are described as follows:

1. SCR is prepared by the SCR Submitter (company, individual, or group)
 - a. The SCR form is available from VESA in MS Word format, and is posted in the VESA Document Center.
 - b. The submitter fills out the top portion of page 1, and then the remaining pages.
 - c. SCR is sent to the VESA office for logging and posting to the Task Group folder. The SCR is also initially checked by the VESA office for completeness.
 - d. If no existing Task Group exists for the VESA Specification update, the form will be submitted to the Board for disposition.
2. Submitter provides overview of the SCR to the Task Group
 - a. The Task Group will routinely review the SCR log, and will request an overview of newly submitted SCR's. If is requested that the submitter places any informative presentation material in section 3 of the SCR form.
 - b. If Task Group rejects the SCR; no further action will be taken.
 - c. If the SCR is determined to be in Specification Revision Category level 2, 3, or 4, as described in VP245E Appendix A (meaning that a specification revision will be required), the Task Group will need to determine the disposition. For example, the Task Group may then elect to initiate a standard revision as described section 6 and / or allow the SCR to continue through the SCR approval process. Or, the Task Group may elect to take no further action on the SCR until a future specification revision initiative.

- d. If the SCR is determined to fall within Specification Revision Category level 1 (which is normally expected) and the SCR is accepted by the Task Group, then the Task Group proceeds to step 3.
3. Task Group check for SCR completeness
 - a. The Task Group performs a precursory review of the SCR to ensure the following items are clear and complete:
 - i. Completeness of submission
 - ii. Acceptance of context
 - iii. Affected document portions properly identified
 - iv. Other affected documents properly identified
 - v. Proposed level of document revision properly identified
 - vi. If portions of the spec are to be changed, the affected sections must be appropriately identified using “redline” editing notation (it will be later pasted directly into the Errata Sheet by the VESA office)
 - vii. Potential IPR properly disclosed to VESA
 - viii. Potential new reference documents identified
 - b. If the SCR is determined to not be clear and/or complete, the Submitter will be requested to make the necessary changes.
 - c. If the SCR is determined to be clear and complete, the Task Group proceeds to step 4.
 4. Task Group Review
 - a. The Task Group determines the appropriate review period, based on the nature of the proposed specification change.
 - b. Approval for Task Group review is then made through a voice vote. A roll call vote or written ballot can take place if requested.
 - c. Upon approval, the VESA office informs all Task Group member of the SCR Task Group Review.
 - d. Task Group Comments are posted to the SCR file in the Task Group SCR Folder.
 - e. After the determined review period, the Task Group reviews posted comments, if any.
 - f. If changes are needed to the SCR (based on the comments received), the SCR submitter is requested to make the necessary changes.
 - g. If the SCR is deemed acceptable by the Task Group (based on Task Group comments, or after the changes are made), the Task Group proceeds to step 5.
 5. General Member Review (GMR)
 - a. Approval for GMR is then made through a voice vote. A roll call vote or written ballot can take place if requested. GMR period is 28 days. The vote must be held in a Task Group meeting with proper notice as per VESA Policy 210D.
 - b. Upon approval, the VESA office informs all VESA member of the SCR GMR.
 - c. GMR comments are collected through use of the GMR form.
 - d. After the determined GMR period, the Task Group reviews the comments.
 - e. If changes are needed to the SCR (based on GMR comments), the SCR submitter is requested to make the necessary changes.

- f. If the SCR deemed acceptable by the Task Group (based on GMR comments, or after the changes are made) the Task Group proceeds to step 6.
6. Board Process Review
 - a. Approval to move the SCR to Board for final process review is then made through a voice vote. A roll call vote or written ballot can take place if requested. Non-eligible members may request to be included in the voting by contacting the VESA office. Agenda notice for the vote must be posted three days in advance of the vote.
 - b. The VESA office will provide the board the final draft of the SCR, a summary of GMR comments, and any submitted IPR statements.
 - c. Within 10 days of receiving the SCR and available documents, the board approve, reject or otherwise disposition the SCR.
 - d. If the SCR is accepted, the VESA office will proceed to step 7.
7. VESA office prepares Specification Errata Sheet using information directly from SCR. If an Errata Sheet already exists for the subject specification, than an updated Errata Sheet (including the new SCR information) will be prepared.
8. The Errata Sheet will be posted with the Specification in the Specification Folder within the VESA Document Center.
9. VESA Members will be notified upon the new Errata Sheet posting.
10. The Errata Sheet will be sent to purchasers of the subject Specification through appropriate means.

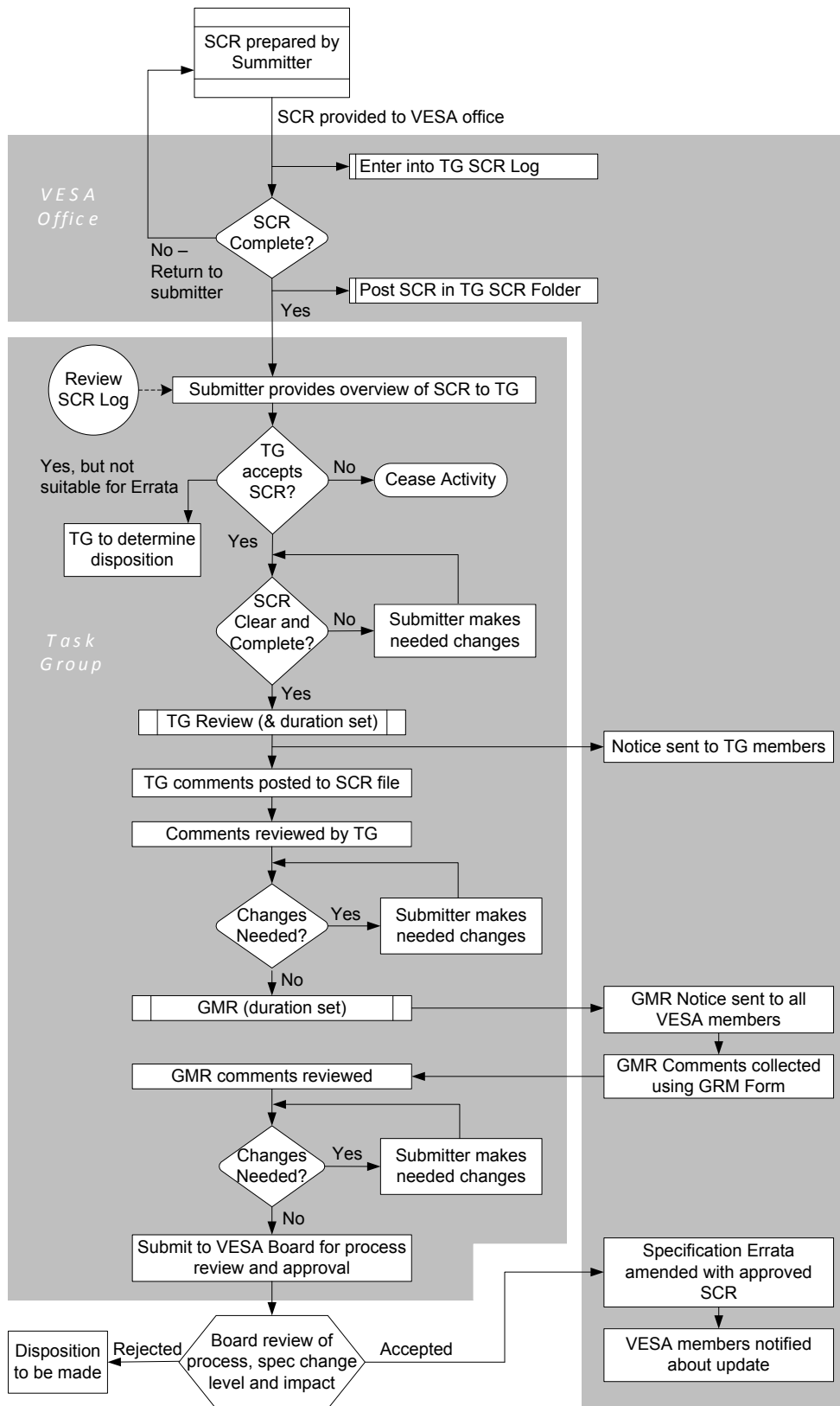


Figure 6-1 – SCR Process Flow

6 Outline of the Non-Standard Document Process

VESA non-standard documents are expected to complete the following process in order to be recognized and published as official documents of the organization:

- Initiation of an effort to develop a document
- Board of Directors notified of proposed document development
- Development of a document
- Task Group approval for Board Process Review
- Board of Directors Process Review
- Publication of document

The requirements for each of these steps are specified in the following sections.

Note: Certain steps are optional. Exception procedures follow in the text.

7 Non-Standard Process Definition

7.1 Initiation of a Non-Standard Development Effort

The requirement to develop a new VESA document is expected to be initiated by discussion(s) within one or more Task Groups – initial thought may be internal to the group or prompted from an external source. As an example, questions received seeking clarification of a standard.

At this time, the Task Group Chair must call for members holding intellectual property relating to the proposed document, to make this known to the group per the requirements of Section 4 of VESA Policy 200B.

7.2 Board of Directors Notified of Proposed Non-Standard Development

Following group approval (by simple vote) the Task Group must inform the Board of Directors of intent to develop the document. The Board of Directors notification must include a statement outlining the purpose, scope, timeline and IPR (Intellectual Property Rights) for the proposed document development together with recommendations about the optional process steps outlined below.

The Board of Directors must consider the notification no later than the next scheduled Board of Directors meeting. The Board of Directors must review the notification and determine which process steps may be omitted – steps to be considered for omission are 5.5, 5.6, 5.7, and 5.10. The Board of Directors decision must communicate in writing to the responsible Task Group Chair within 10 days of the Board of Directors vote.

In exceptional circumstances the Board of Directors may vote to halt or delay the proposed document development. If the Board of Directors votes to halt or delay development, that decision and the reasons for the decision must be communicated to the responsible Task Group Chair in writing within 10 days of the Board of Directors vote.

7.3 Development of a Draft Document

The Task Group responsible must develop a draft document. This may be by the Task Group or a Subgroup created for this purpose.

7.4 Task Group Review

Upon completion of the draft document, which is determined by a simple vote in the responsible Task Group, the draft document must be made available to all group members eligible to vote. The Chair must request written comments.

The group must determine (simple vote) the review period. A minimum period of one week is required, but the review period may be longer if agreed to by the group.

At the same time, the Task Group Chair must call for all members to submit Intellectual Property Rights statements (Section 4.4 of VESA Policy 200B) if they believe that IPR may be infringed by the document. The minimum period for the IPR statements is defined in Section 4.4.2 of VESA Policy 200B, and may differ from the period allowed for review comments.

At the completion of this review, any comments received must be addressed by the Task Group responsible for the proposed standard.

In parallel with the Task Group Review, there will be a Style Guide Review to correct the document as necessary to bring it into conformance with the VESA Style Guide. Any apparent error(s) in the technical content will be noted but not changed. The draft proposal following the Style Guide Review must be used as the basis for all further amendments starting with any changes required as a result of Task Group Review comments.

7.5 Task Group Approval for General Membership Review (Optional)

This step, together with steps 5.6 and 5.7 may be omitted if the Board Process Review in step 5.2 determines that omission is appropriate. If the Task Group believes that circumstance and/or changed scope of the document have made the original decision wrong, then it must send a revised notification as defined in step 5.2 to the Board of Directors.

If the Task Group is now of opinion that steps 5.5, 5.6 & 5.7 are required and original Board of Directors decision was to omit them, the group may proceed before Board of Directors consideration of the revised notification.

However, if the Task Group is now of the opinion that steps 5.5, 5.6 & 5.7 should now be omitted then the development process must pause until the Board of Directors has considered the revised notification and determined whether omission of these steps will be permitted.

All comments received during the Task Group Review period described above, and responses to comments made, must be distributed to the full membership prior to that Task Group voting to approve the proposal for General Membership Review.

Approval for General Membership Review must be by roll call vote (or by written ballot, if requested) and can occur no sooner than two weeks after all comments received have been distributed. Vote can only be held at a Task Group meeting with proper notice of the intent to hold the vote as defined in VESA Policy 210D (or latest revision).

All calls for Intellectual Property Rights in accordance with VESA Policy 200B must be completed prior to this vote.

7.6 General Membership Review (Optional)

Upon approval for General Membership Review by the responsible Task Group, the following materials must be distributed to the full membership of the organization:

- The latest draft of the proposed document.
- A summary of all comments received and responses made during the Task Group Review period, if applicable.
- A summary of all known Intellectual Property Rights with claimed relevance to the proposed document as specified in Section 4 of VESA Policy 200B.
- A call for all members to identify any Intellectual Property Rights which they hold, or are aware of, believed to relate to the proposed document or its ability to be implemented by the industry, as specified in Section 4.4 of VESA Policy 200B.
- A call for written comments on the proposed document, including the date by which such comments are due to be received by the VESA office.
- A call for members to identify themselves as desiring to be included in the final voting pool for approval of the document, if applicable.

NOTE: Items above not required to be actually distributed to the membership. Requirements of this policy are met if they are simply made accessible to the membership by placement on the VESA document center.

The General Membership Review period must be not less than 28 days in duration, starting no earlier than the day on which the call for comments, etc., is distributed to the membership and the proposed document and related materials are made available. All comments, intellectual property statements (see VESA Policy 200B, Intellectual Property Rights), and requests for inclusion in the adoption voting pool (see VESA Policy 210D (or current) for definition), must be received by the VESA office no later than 5pm (Pacific) on the due date.

The minimum period for IPR response is defined in Section 4.4.1 of VESA Policy 200B, and may differ from the review period.

7.7 Response to General Membership Review Comments

Following the close of General Membership Review, all comments received by the specified date must be sent to the Chair of the Task Group responsible for the proposal and distributed to the membership at or before the next regularly scheduled meeting of that group.

All comments must be addressed by the designated Task Group. A summary of all comments received and any resulting modifications to the proposal or reason(s) for rejection must be prepared.

7.8 Task Group Approval for Final Adoption and Board Process Review

Upon completion of the final proposal and response to GMR comments, the Task Group must vote to send the proposal to the Board of Directors for final process review and membership final adoption vote.

All calls for IPR must be completed before this vote.

7.9 Board Process Review

If the Task Group approves the proposal for Adoption and Board Process Review, the VESA office (on behalf of the Task Group Chair), must submit the following to the Board of Directors: The final draft of the proposed document

- The summary of GMR comments and responses as described above
- A summary of all IP statements received during the development of the proposal. (Originals of these statements must be kept on file at the VESA office). See Section 4 of VESA Policy 200B, for details.

The submission of these materials may be accomplished electronically as long as specifics regarding their location (file names, etc.) are distributed directly to each Director.

Following submission of this material, the Board of Directors must review this material and vote on whether the document development process has been properly executed, and Intellectual Property Rights requirements have been met, and whether or not the proposed document is still considered to be relevant. If these conditions are met, the Board of Directors must approve the proposal package. The approved document is then moved directly to the publication step.

The Board Process Review must be completed no more than 10 days after required documents are made available, unless specific objections to the process, the Intellectual Property Rights, or the relevance are made by any Director prior to the end of that period. If any such objection is made, the Board of Directors must vote on whether or not to permit the proposal to proceed to Final Adoption Voting no later than the next regularly scheduled Board of Directors meeting following the conclusion of the Board Process Review period. If no such objection is made, the proposal will be considered to be approved by the Board of Directors at the end of the Board Process Review period. The proposal may exit the Board Process Review earlier following a Board of Directors vote. After exiting the Board process the proposal will proceed to the Final Adoption Voting phase (if required).

In the case of the Board of Director's rejection of the proposal, it must be returned to the responsible Task Group and must re-enter the development process at a point specified by the Board of Directors. The Board of Directors must also reconsider the previous decision(s) about which development steps (if any) must be omitted. The Board of Directors decisions and reason(s) must be communicated in writing to the responsible Task Group Chair within 10 days of the decision.

7.10 Final Adoption Voting

The Final Adoption Vote may be combined with the vote to move a document to Board Process Review during the Task Group meeting at which the group is moving the document to Board Process Review and Final Adoption Vote Provided:

- The vote is taken by roll call vote or by secret ballot by a quorum of the “Adoption Voting Pool”.
- The proposal package, as delivered to the Board of Directors per the above, must be made available to all eligible voting pool members.
- Adoption of a proposed document requires that a quorum of 40% of the voting pool members cast valid votes and at least two-thirds of votes cast are in favor of the proposed document.

NOTE: The Adoption Voting pool consists of the following:

- All members of the responsible Task Group eligible to vote at the time of submission of the proposal for Board Process Review.
- Other VESA members in good standing who declared their desire to be included in this voting pool during General Membership Review.

Those members who are not eligible to vote within a group, but requested to be included in the voting pool during GMR, may vote only on the item in question during this meeting.

During the meeting, should the group request the vote be taken by secret/written vote, the VESA staff will accept email votes from those eligible during the meeting. They will compile the results and report results to the group.

7.11 Publication of a Document

Assuming that the proposed document is approved, the approved document must be made ready for publication by the VESA office.

A further Style Guide Review, by the VESA office, is optional at this stage. Changes to a document made during such Style Guide Review must be restricted to those required for compliance with the VESA Style Guide. No changes in the content of the document are permitted, except for the correction of typographical errors and removal of identification of the document as a “proposal”, etc.

The final publication-ready document must be reviewed and approved for publication by the Task Group Chair. The chair may delegate this responsibility to a member of the group.

The final publication-ready document must be made ready by the VESA office within 30 days following the conclusion of the Final Adoption Voting period. Approval from the Chair of that Task Group must be received not more than 10 days following final preparation of the document by the VESA office.

If either of these requirements is not met, the document must not be published or distributed until the circumstances delaying the process have been reviewed by the Board of Directors.

Appendix A: Specification Revision Category Definitions

To provide guidance and structure for the Specification Revision process, four Specification Revision Categories are defined along with the documentation revision requirements. These categories are referenced in sections 4 and 5, above. Document revision numbering structure is further described in Appendix B.

Revision Category 1 – Specification Typos, Informative Changes, and Minor Normative Changes

Errata Sheets may only be issued to correct Typos, Informative Changes/Additions, or Normative Changes/Additions, **reflecting** the original intent for the current document **version.revision.release** level:

- a. Requires the Task Group to prepare an errata sheet
- b. Typos, and Informative Changes/Additions, are required to pass only the Task Group Approval Process
- c. Normative Changes/Additions, are required to pass both the Task Group and GMR Approval Process

An errata sheet must be attached to the affected document, using the **same version.revision.release** plus an **errata number**, starting at 1. The errata sheet may be updated subsequently, as a result of a new SCR, by adding sections with the new erratum. The errata number must be incremented with each addition.

The VESA office **must post** the errata to the Document Folder and **issue** a print copy to buyers of the paper document.

[Errata Number add/change only on the errata sheet(s), DP_v1.2a first errata becomes DP_v1.2a_E1]

NOTE: The errata must identify and be of the same form and format as what it replaces in the original document, such that it may be used to directly replace the section heading, paragraph text, table, or figure in the original document.

Revision Category 2 – New Optional Features and Additions

Optional Features/Addition, **not reflecting** the original intent for the current document **version.revision.release** level:

- d. That **do not affect** the ability of a device, to pass any certification or interoperability tests under the current document **version and revision level**
- e. Requires the task group to prepare a new document
- f. Must pass both the **Task Group and GMR Approval Process**

The document must carry a **new release letter** added to the **current version and revision** of the updated document.

The VESA office must post the new document to the document folder and issue the new document when purchased.

[Release Letter change to document and file name, DP_v1.2 to DP_v1.2a]

Revision Category 3 – New Mandatory Feature or Major Changes, with Backward Compatibility

Mandatory Features or Normative Changes/Additions, not reflecting the original intent for the current document **version.revision.release** level:

- g. That **do affect** the ability of a device, to pass any certification or interoperability tests under the current document
- h. Requires the task group to prepare a new document
- i. Must pass both the **Task Group and GMR Approval Process**

The document must carry a **new revision number** and the **current version** of the updated document. The VESA office must post the new document to the document folder and issue the new document when purchased.

[Revision Number change to document and file name, DP_v1.2 to DP_v1.3]

Revision Category 4 – New Mandatory Feature or Major Changes, no Backward Compatibility

Mandatory Features or Normative Changes/Additions, not reflecting the original intent for the current document **version.revision.release** level:

- j. That **break compatibility** with the previous *version* of the Document,
- k. Requires the task group to prepare a new document
- l. Must pass both the **Task Group and GMR Approval Process**

The document must carry a **new version number** and **zero** the **revision number**.

The VESA office must post the new document to the document folder and issue the new document when purchased.

[Version Number change to document and file name, DP_v1.2a to DP_v2.0]

Appendix B: Numbering of a Document

B.1 Overview of Numbering/Date Formats for Published Documents & Drafts

All VESA standards and other documents, except Policies, are named and numbered per the following convention:

Published Documents:

- VESA (Title of Standard or Document)_v1.2a where:
 - ‘_v1.2a’ **1** is the version number
 - ‘_v1.2a’ **2** is the revision number within this version
 - ‘_v1.2a’ **a** is an optional release letter, which may be used when needed to denote a minor update of the document such as, technical corrections, or the addition of optional features

Replace the number ‘1, 2, or 3’ with the correct number for each position and the letter ‘a’ with the correct letter.

This title and number must appear on the title or cover page of the document, as well as in the “footer” area of every subsequent page, and may also appear in this form elsewhere in the document as appropriate.

During the development process for the document in question, the group responsible for the development of that document (a Task Group, Subgroup, etc.) must use the expected title and number of the document, per the above, with additional information per the following:

Document Tags:

- Proposed VESA (Title of Standard or Document) _v1.1a_D1
 - ‘_v1.1a_D1’ is the first draft of release ‘a’
 - ‘_v1.1a_D1.2’ is the second edit of draft 1
 - ‘_v1.1a_E1’ is errata number 1
 - ‘_v1.1a_E1_D1’ is the first draft of errata 1

Where all items are as defined above, with the additional requirement that _D1, with the number ‘1’ replaced with the correct number of the current draft at any point during the development process, such numbers to be assigned sequentially by the document editor beginning with “1”.

All documents, whether in final approved/published form or in development, must also carry immediately below the title and numbering on the title page and elsewhere as appropriate in the document, the release date (added by the VESA office at first printing) of the document (in the case of an approved/published document) or revision date (in the case of a draft) of the appropriate form as shown below:

Document Title

19 January 2009

The month must not be abbreviated.

B.2 Primary and Secondary Document Numbering

This numbering system is to be used on all future documents and drafts.

B.2.1 Version

All VESA documents must carry a version number. Version numbering starts at 1.

The first *Proposed Document Draft* is assigned version 1 ('_v1') and carries that same version number throughout its development and publication as a VESA document.

Different version numbers indicate a change to the previous version of an existing document that breaks compatibility with the previous version to the extent that devices, products or processes compliant with the previous version are no longer interoperable under the change, and/or one or more changes are made which represent the addition or removal of significant features or performance relative to the previous version of the standard.

Summary:

- All documents must carry a 'version' number
- Version numbers must start at the number '1'
- Version numbers use the underscore and lowercase letter '_v' followed by the number of the version. '_v1' after the document title or acronym
- Version numbers must increment to the next number in order
- Version numbers increment when a change to the document is so major that the new content is no longer compatible with the previous version(s)

B.2.2 Revision

The revision number of all VESA documents must be '0' at the initial release or draft and the revision number will be incremented in numeric order in the following circumstances:

- A change is made to the document which alters, adds, or removes significant technical content therein, but which is not expected to result in compatibility problems for the overwhelming majority of devices, products, or processes compliant with the previous version/revision, and/or
- One or more changes are made which exceed the limits as specified for the use of an optional character designator (as described in 'release letter' below) but which do not meet the criteria of the first item in this section.

The revision number must be reset to "0" whenever the version number is incremented (i.e., the first "Version 2" release of any document must carry the number "2.0").

Summary:

- All documents must carry a 'revision' number
- Revision numbers must start at the number '0'
- Revision numbers follow the 'version' number, separated by a decimal '_v1.1'
- Revision numbers must increment to the next number in order
- Revision numbers increment when a change to the document alters, adds, or removes content while maintaining backward compatibility with the previous version(s)

B.2.3 Release

A character (letter) may optionally be added immediately following the version/revision number. This character, when used, must always be a lower-case letter and is assigned in alphabetic sequence under the following conditions:

- A change is made to the document which corrects a technical typographical or style error (non-technical misspelling, improper punctuation or capitalization, etc. can be corrected by incrementing the printing number), but which does not affect the technical requirements or intent of the document, and/or
- A change, addition, or deletion of text or images is made to clarify or explain the technical requirements or intent of the document without changing either.

The designator (version/revision number) used for the initial release of a standard or other document, or its first draft as a proposed document, must not include such a character.

Summary:

- Documents may carry a 'release' letter
- Release letters are always lower-case
- Release letters start with the letter 'a'
- Release letters follow the 'revision' number '_v1.1a'
- Release letters increment to the next letter alphabetically
- Release letters are added to a document or incremented when changes are made that correct and/or clarify, current content, but do not add new content

B.2.4 Tag

Documents may be further identified by the use of *tags*.

Common tags are:

- Draft number
 - 1 -- #
 - TGR Task Group Review
 - GMR General Membership Review
- Edit number
- Errata Number
- Draft date
- Errata date
- Adoption date

Designations:

- Drafts are identified with a capital 'D' and draft number following the revision number and/or release letter separated by a decimal, '_v1.1a_D3'
- During editing, drafts may be further distinguished between edits, by using an 'edit' number following the draft number, separated by a decimal '_v1.1a_D3.2' [This is useful to the editor of a document to track his work between drafts]
- The errata number appears in place of the draft designation on published errata sheets '_v1.1a_E1'

Dates:

- All dates use the Julian calendar
- Formatted day month year '19 January 2009'

B.2.5 Errata

An Errata Sheet may be attached to a document that has been changed as a result of a SCR:

- To correct non-technical, typography or other formatting, or
- To correct or add informative data, or
- To correct or add normative data

All published Errata Sheets must carry an 'Errata' number:

- Starting at the number '1' when the first errata is adopted and/or first published
- Added to the current document on first printing
- Issued to purchasers of printed copies of the original document, by the VESA office

Errata numbers must be incremented to the next number in order when a change to the document results in a new Errata publication.

Errata changes may be made to a document when a correction is made to a document and otherwise does not change the original documents intended content.

EXAMPLES:

- Correcting the spelling of a word
- Adding clarifying or other informative data
- Correct technical specifications found to be unworkable or otherwise in error

B.3 Other Documents

B.3.1 Policies

Naming and numbering for Policies differs slightly from other documents.

Policies carry a VESA Policy number and release letter on the first line of the Title Page followed by the document name on the second line:

- Published Policies

VESA Policy No. 123A Document Development and Publication

- The Policy Name should be descriptive of the function of the Policy.
- The Policy Number is assigned by the VESA office.
- The Release letter is not used on the first publication of a Policy.
A release letter, starting alphabetically with capital A, is added on a Policy's first revision and re-release and publication.

B.3.2 Forms

Forms have the lowest level of control over their name and numbering. Most forms are generated by the VESA office for a specific purpose. Forms may only carry a publication date to identify the latest version.

Check with the VESA office or go to the VESA download center for the latest form.

Appendix C: Revision History: Policy No. 235

Purpose:

- New policy
- Combines and replaces document development processes of former policies 120B and 123
- The sections regarding IPR (Intellectual Property Rights) that are part of 120B and 123 are deleted from this policy and replaced by VESA Policy 200B.

Submitted by: Ian Miller

Revision Date: December 15, 2003

Policy No. 235A

Purpose:

- Policy update to add review(s) by technical writer and reformat to align with VESA Style Guide
Submitted by: Ian Miller Submitted date: April 11, 2006 Revision Date: May 9, 2006 Revision Date: September 28, 2006: Drawings in sections 2 and 4 corrected

Policy No. 235B

Purpose:

- Remove the requirement for a final adoption vote if such a vote would not be expected to have any impact on the final adoption status, given a sufficiently large approving majority at the final Technical Committee approval vote.
- Add section 6, covering numbering standards for VESA documents.

Submitted by: Bob Myers

Policy No. 235C

Purpose:

- To remove references to Committee(s).
- Make Task Groups responsible for activities previously assigned to Committees
- To have Adoption Vote take place in Task Group when specification is moved to Board Process Review
- Removed standards numbering section.

Submitted by: VESA Office

Submitted Date: September 25, 2009

Policy 235D

Purpose:

- Add Change Requests to the process
- Updated Style to current VESA Style Guide version 2.1a
- Added Appendix A: Numbering a Document

Submitted by: Jim Webb

Submission Date: 13 April 2010

Policy 235E

Purpose:

- Included the development of a ‘standard revision’ to the standards development process described in section 2 and 3
- In section 3, removed the subsection describing the SCR process
- Created Section 4 that summarizes the standard revision process and options
- Created Section 5 that describes the SCR process, including a process flow chart
- Created Appendix A that defines Specification Revision Categories

Submitted by: Craig Wiley, Bill Lempesis

Submission Date: 12 August 2010

Policy 235F

Purpose:

- In section 5.2:
 - For item (5), changed requirement for moving SCR into GMR from “roll call vote” to “voice vote”, but still allowing a roll call vote or written ballot to take place if requested.
 - For item (6), changed requirement for moving SCR into board process review from “roll call vote” to “voice vote”, but still allowing a roll call vote or written ballot to take place if requested.

Submitted by: Craig Wiley

Submission Date: 15 November 2010