



**Submission Title:** ZARC Process and Procedures

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**Re:** ZigBee 2011 ZARC Process and Procedures

**Abstract:** This document provides a summary of ZARC Process and Procedures.

**Purpose:** This document explains process and voting for ZARC and Technical Work Groups within ZigBee.

**Notice:** This document has been prepared to assist the ZigBee Alliance. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein.

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# Topics

- What is ZARC
- Documents referenced
- ZigBee Work Groups
- Document Approval
- Work Group Voting

# ZARC

- ZARC – ZigBee Architecture Review Committee
- Composed of:
  - Chair and Vice Chair appointed by ZigBee BoD every 3 years
  - Technical Work Group Chairs voted by WG's and approved by BoD every 3 years
  - 3 At-Large members voted by ZARC and approved by BoD
- Voting Rights for ZARC based on membership not attendance
  - Follows quorum and voting rights for process and procedures
  - 2/3<sup>rd</sup> approval of voting members for specifications
- ZARC Responsibilities
  - Approves forming or disbanding of WG's (with BoD approval)
  - Approved WG Chairs and Tech Editors
  - Approves all WG output
    - ZARC Review sub-team
    - Up or down vote with comments

# Who is on ZARC?

- Skip Ashton – Chair
- Phil Jamieson – Vice Chair
- ZSE – Larry Kohrmann, Oncor
- SEP\_2 – Robby Simpson, GE Energy
- ZBA – Rudy Belliardi, Schneider Electric
- CSG – Don Sturek, Home2Grid
- ZND – Leslie Mulder, Exegin
- ZQG - Clint Powell, Southern California Edison
- ZLL – Jos Bruins, Philips
- ZHC – Drew Gislason, San Juan Software
- ZRS – Dick Braley, Kroger Co.
- ZTS – Claudio Borean, Telecom Italia
- ZHA – Ezra Hale Ember and Zin Kyaw Texas Instruments
- Wally Barnum – Tendril – At large
- Joseph Reddy – Texas Instruments – At large
- Robert Cragie – GridMerge – At large

## Procedure Documents

- 10-6112-06 – ZARC Process and Procedures
- 04-3258-03 – Letter Ballot Process and Procedures
- ZigBee Bylaws – Quorum and Voting

# Technical Work Groups

- Formed based on problem statement from Marketing and Scope and Charter approved by ZARC
- Responsible for development and deliverables in Charter – see normal deliverables list
- Officers –
  - Chair (approved by ZARC and BoD)
  - Vice Chair – selected by Chair
  - Tech editor (approved by ZARC)
  - Secretary – selected by Chair
- Responsible for holding regular meetings, producing minutes and attendance record, maintaining voting rights

# Task Groups

- See 10-6112-06 for task groups
- Formed by ZARC for specific issues or problems
- Scope and Charter including deliverables and timeline
  - Normally not more than 6 months in duration unless extended by ZARC
- Task Groups prepare background or other materials
- Cannot approve specification text without it being balloted in normal WG process
- For items impacting multiple groups a “super” ballot pool will be created from impacted work groups
  - Cluster Library updates for example

## Normal Deliverables for WG

- Milestone 1 – TRD Completed
- Milestone 2 – 0.7 Specification – Feature Complete
  - Suitable for implementation
  - Test Plan and PICs Draft
- Milestone 3 – 0.9 Specification – Certification Ready
  - Completed Specification
  - Test Plan and PICs
  - Testing Template
  - Some interop testing complete
- Milestone 4 – 1.0 Specification
  - Completed Test Plan, Test Plan and PICs
  - Golden Unit logs and Test Results

## ZARC Review of Deliverables

- Done at each step
- Sub group of ZARC or other members
- Criteria?
  - Does it meet requirements for that step?
  - Interaction with other profiles and specifications?
  - Does it meet MRD/TRD?
  - Does it work the way we expect it to?
  - Other comments?
- Not trying to recreate letter ballot
- ZARC votes up or down with the comments

## Voting Rights

- ZigBee Bylaws – 4.6 Quorum – Majority of Members constitutes quorum
- ZigBee Bylaws – 4.7 Voting – Member company has single vote
- 04-3258-04 – Details establishing and maintaining voting rights by Secretary of Work Group
  - Acquire – 2 of 3 consecutive members meetings and 2/3<sup>rd</sup> of conference calls
  - Maintain – 2 of 3 consecutive members meetings and 1/2 of conference calls
- 10-6112-06 also details this

## Letter Ballot

- 10-6112 Details Letter Ballot required for deliverables to ZARC (0.7 and 0.9 Documents)
- See 04-3258-00 Document for Process
- 30 day letter ballot (recirculation can be shorter)
- Members can vote – yes, no, abstain
  - Cannot vote no without comments
  - Can vote yes with comments
- 75% or greater response of members from quorum required
- 66% or greater approval of non-abstain votes
- Can extend letter ballot period if quorum not achieved
- Work Group responsible for Comment resolution

## Other WG Voting

- Procedural and Technical Votes
  - 50% or greater on procedural
  - 66% or greater on technical
  - Chair determines procedural vs technical
- Quorum of WG required
- Notify group that voting will occur
- Can vote – yes, no or abstain
  - Calculation of passing drops abstain votes

## Changes to Approved Specifications

- See 10-6112
- For 0.7 or 0.9 documents changed with letter ballot or CCB comment
- For 1.0 specification a higher bar exists
  - CCB required
  - Must validated versus golden units
  - If impacting backward compatibility must be approved by WG marketing group and ZARC

## Appeals Process

- Little noted or used but available in 04-3258 document
- Member can appeal to ZARC or ZigBee
- Can then appeal to Board of Directors

## ZARC Member Expectations

- Attendance and Participation
  - Voting is based on members not quorum on specifications
- Sub-committee reviews of other specifications
- Voting on specifications

## Work Group Officers

- Participation and Attendance
- Maintaining minutes and voting rights
- Keeping meetings and the process running
- Raising issues or conflicts to ZARC if needed