Status: Approved

Abstract: This PWG Policy describes the PWG's requirements for communications facilities and documents the current systems and infrastructure in place to satisfy some or all of those requirements.

This document is available electronically at:

<https://ftp.pwg.org/pub/pwg/general/process/pwg-comm-policy.pdf>

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1. Terminology
	1. Conformance Terminology

Capitalized terms, such as MUST, MUST NOT, RECOMMENDED, REQUIRED, SHOULD, SHOULD NOT, MAY, and OPTIONAL, have special meaning relating to conformance as defined in Key words for use in RFCs to Indicate Requirement Levels [BCP14].

* 1. Acronyms and Organizations

*PWG*: Printer Working Group, <https://www.pwg.org/>

1. PWG Communications Infrastructure

The PWG operates using the following infrastructure, hosted on a Linode Linux virtual machine.

* 1. Domain names
* pwg.org domain
	+ www.pwg.org
	+ ftp.pwg.org
	1. Website

The website provides information for the PWG and its workgroups, including links to published and draft documents hosted on the FTP site, informational pages, and other resources. Nearly all content consists of static pages edited with SeaMonkey or plain text editors to ensure HTML is relatively clean and simple. We have chosen to not use a CMS like Wordpress or Drupal for security and maintenance reasons.

There is a small portion of the site that is dynamic, that provides a system used to manage "documents" and other types of assets.

* <https://www.pwg.org>
	+ Static pages / sites
		- Content hosted here: <https://github.com/istopwg/website>
		- Webroot: /pub/pwg/www on the FTP site
	+ Dynamic pages also require facilities briefly documented here: <https://github.com/istopwg/website/blob/master/README.md>
	1. FTP Site

The PWG FTP site provides a location for file sharing for the PWG and its workgroups. Access is granted on an as-needed basis – generally restricted to PWG officers and Document Editors. FTP site file access is also provided over HTTP/HTTPS (<https://ftp.pwg.org/pub/pwg/>).

* 1. Email

Table 1 lists the PWG's role-based email addresses with placeholder names that can be referenced in other PWG policy documents or PWG Process

Table - PWG Roles and Email Addresses

|  |  |
| --- | --- |
| Placeholder Name | Email address |
| PWG-CHAIR | chair@pwg.org |
| PWG-VICE-CHAIR | vice-chair@pwg.org |
| PWG-SECRETARY | secretary@pwg.org |
| PWG-PR | pr@pwg.org  |
| PWG-WEBMASTER | webmaster@pwg.org |

* 1. Mailman mailing list server

The Mailman mailing list server provides email mailing lists ("reflectors") for each Workgroup, and some just for PWG announcements. The system has an "interesting way" of hosting the archives.

Table - Mailing List Names and Email Addresses

|  |  |  |
| --- | --- | --- |
| Placeholder Name | Address | Purpose |
| PWG-ANNOUNCE | pwg-announce@pwg.org  | General PWG announcements |
| PWG-GENERAL | pwg@pwg.org  | Legacy PWG discussions (?) |
| IPP-GENERAL | ipp@pwg.org | IPP Workgroup Discussions |
| IDS-GENERAL | ids@pwg.org | IDS Workgroup Discussions |
| SC-PRIVATE | sc@pwg.org | PWG Steering Committee |

Workgroups may create additional mailing lists as needed.

* 1. Software

The PWG has a PWG presence for hosting a number of software projects. Other systems such as TravisCI provide continuous integration (CI) services.

* GitHub
	+ <https://github.com/istopwg>
	+ <https://github.com/istopwg/ippeveselfcert>
	+ <https://github.com/istopwg/ippsample>
	+ <https://github.com/istopwg/website>
	+ <https://github.com/istopwg/ippregistry>
	+ <https://github.com/istopwg/pwg-books>
	+ <https://github.com/istopwg/pwg-semantic-model>
* Build automation
	+ TravisCI
* Code signing certificates
	+ Needed for signing "official" software releases such as the IPP Everywhere Self Certification Toolsets
	1. Teleconferencing

The PWG uses Webex (<https://www.webex.com>) for hosting teleconference meetings both remote and in-person.

1. Overview of Changes
	1. PWG Communications Policy 20230501

The first release of this policy was based on drafts that contained plans for future changes but was then cleaned up to primarily convey the role based email addresses and mailing list addresses essential to the operation of the PWG.

1. References
	1. Normative References

[BCP14] S. Bradner, "Key words for use in RFCs to Indicate Requirement Levels", RFC 2119/BCP 14, March 1997, <https://tools.ietf.org/html/bcp14>

[PWG\_PROCESS] S. Kennedy, J. Leber, I. McDonald, "PWG Process v4.0 (DRAFT)", May 2023, <https://ftp.pwg.org/pub/pwg/general/wd/wd-pwg-process-4-20230501.pdf>

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