

Procedures and Tips on GGF "Charter Discussion BOFs"

GGF Charter Discussion BOFs are intended as a tool for use by individuals who are proposing new Working Groups or Research Groups. Each BOF must be approved by an Area Director or the GGF Chair. Approved Charter Discussion BOFs are allocated BOF slots at GGF meetings on a first-come-first-served basis, and every effort is made to accommodate all approved Charter Discussion BOFs.

The purpose of a GGF Charter Discussion BOF is to present to the community a proposed WG or RG, providing a venue for discussion about the new group and for refining a proposed charter. This requires that a draft charter is available for discussion at the Charter Discussion BOF, and ideally ahead of time. The goal of the Charter Discussion BOF is to strengthen the charter, increasing the group's chances of succeeding at defining and delivering specific value, generally encapsulated in GGF documents. The Charter Discussion BOF should also attempt to gauge community interest in **participating** in the work of the group, as differentiated from watching others do the work (via attending meetings or monitoring websites). *You want folks to be interested in watching, but unless there is critical mass in working, there is nothing to watch.*

The following are guidelines for conducting Charter Discussion BOFs at GGF meetings:

1. Minutes, Attendee List, and Summary Report are Required

It is essential that minutes are kept. These should record any decisions or major points, but should not attempt to capture every detail - i.e. they should record the high points of the meeting, but they are not intended to be a transcription of the meeting. The minutes should be posted to the group's website (or the area website) as soon as possible after the session concludes. Also please email them to the relevant area directors and GGF chair.

The minutes should be accompanied by a Charter Discussion BOF report from the proposed chairs with an assessment of the Charter Discussion BOF, level of community interest, level of consensus around the proposed charter, whether substantive changes will be made to the proposed charter, etc.

An attendee list should be circulated during the meeting. There will be a sign-in form to circulate and submit to the GGF secretariat. Chairs should verify that this happens. There are several reasons for the list, including (a) providing information on participation level to help with future planning with respect to room sizes per group, and (b) record of participation for any future discussions with respect to intellectual property. The lists are only used internally by GGF, and are not made available to other organizations or individuals. (see [GGF Notices and Policies](#))

2. Content and Overview

One of the proposed WG/RG chairs should serve as moderator, leading a discussion that covers at least the following points:

- Brief introduction of proposed chairs

- whether it is a proposed WG or RG
- general focus of the proposed group
- milestones and objectives of the proposed group
- how it relates to other GGF groups, or groups outside of GGF, particularly where there may be questions of overlap.

3. Discussion

The moderator should open the charter for discussion, covering at least the following questions/topics:

- is the focus sufficiently narrow that work can get done?
- where there are suggested changes in focus, how do they impact the milestones and objectives? I.e. do the changes weaken the focus or strengthen it?
- discussion about what documents might be produced, and soliciting folks who are interested in working on the documents as authors. If no one volunteers to do something, it's not realistic to include it in a charter.

Note Well: All statements related to the activities of the GGF and addressed to the GGF are subject to all provisions of [Section 17](#) of [GFD-C.1](#), which grants to the GGF and its participants certain licenses and rights in such statements. Such statements include verbal statements in GGF meetings, as well as written and electronic communications made at any time or place, which are addressed to:

- the GGF plenary session,
- any GGF working group or portion thereof,
- the GFSG, or any member thereof on behalf of the GFSG,
- the GFAC, or any member thereof on behalf of the GFAC,
- any GGF mailing list, including any working group or research group list, or any other list functioning under GGF auspices,
- the GFD Editor or the GWD process

Statements made outside of a GGF meeting, mailing list or other function, that are clearly not intended to be input to an GGF activity, group or function, are not subject to these provisions.