Network Working Group Request for Comments: 2446 Category: Standards Track

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1 Introduction

defined by this memo are referred to with lower case, quoted-strings of text, followed by the word "parameter". For example, "value"

The ITIP methods are listed below and their usage and semantics are defined in section 3 of this document.

+	-============	-==========++
- 1	Method	Description
i		
-		
- 1	PUBLISH	Used to publish a Rqqqe qq uuuuu.e==============

iTIP					
Real-time	Store-and-Fwd Transport	Other   Transports			

# 2.1 Application Protocol

Hence, CUAs must persist the following component properties: "UID", "RECURRENCE-ID", "SEQUENCE", and "DTSTAMP". Furthermore, for each

# 3.1 Common Component Restriction Tables

The restriction table below applies to properties of the iCalendar object. That is, the properties at the outermost scope. The presence

The following summarizes the methods that are defined for the "VEVENT" calendar component.

+----+

Method	Description
=====================================	Post notification of an event. Used primarily as a method of advertising the existence of an event.
REQUEST	Make a request for an event. This is an explicit     invitation to one or more "Attendees". Event   Requests are also used to update or change an

This method type is an iCalendar object that conforms to the following property constraints:

Component/Property Presence

-----

METHOD 1 MUST be "REQUEST"

list. If the "Organizer" decides not to add the uninvited CU no further action is required, however the "Organizer" MAY send the uninvited CU a "CANCEL" message. If the "Organizer" decides to add an uninvited CU, a new "ATTENDEE" property is added for the uninvited CU with its property parameters set as the "Organizer" deems appropriate. When forwarding a "REQUEST" to another CU, the forwarding "Attendee" MUST NOT make changes to the VEVENT property set.

#### 3.2.2.7 Updating Attendee Status

The "Organizer" of an event may also request updated status from one or more "Attendees. The "Organizer" sends a "REQUEST" method to the

The "Organizer" may also receive a "REPLY" from one CU on behalf of another. Like the scenario enumerated above for the "Organizer", "Attendees" may have another CU respond on their behalf. This is done using the "sent-by" parameter.

The optional properties listed in the table below (those listed as "0+" or "0 or 1") MUST NOT be changed from those of the original request. If property changes are desired the COUNTER message must be used.

This method type is an iCalendar object that conforms to the following property constraints:

Component/Property	Presenc	e 
METHOD VEVENT ATTENDEE	1 1+ 1	MUST be "REPLY" All components MUST have the same UID MUST be the address of the Attendee replying.
DTSTAMP ORGANIZER	1 1	
RECURRENCE-ID	0 or 1	only if referring to an instance of a recurring calendar component. Otherwise it must NOT be present.
UID	1	MUST be the UID of the original REQUEST
SEQUENCE	0 or 1	MUST if non-zero, MUST be the sequence number of the original REQUEST. MAY be present if 0.
ATTACH	0+	

### 3.2.5 CANCEL

The "CANCEL" method in a "VEVENT" calendar component is used to send

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0 or 1 if present DURATION MUST NOT be present 0 or 1 if present DTEND MUST NOT be present DTEND DTEND DURATION EXDATE 0+ EXRULE 0+ 0 or 1 GEO LAST-MODIFIED 0 or 1 LOCATION 0 or 1 0 or 1 PRIORITY RDATE 0+ RECURRENCE-ID 0 or 1 MUST only if referring to an cQQQ-IDi1 Td( DURST

a 0 0

#### 3.3 Methods For VFREEBUSY Components

This section defines the property set for the methods that are applicable to the "VFREEBUSY" calendar component. Each of the methods is defined using a restriction table.

This document only addresses the transfer of busy time information. Applications desiring free time information MUST infer this from available busy time information.

The busy time information within the iCalendar object MAY be grouped into more than one "VFREEBUSY" calendar component. This capability allows busy time periods to be grouped according to some common periodicity, such as a calendar week, month, or year. In this case, each "VFREEBUSY" calendar component MUST include the "ATTENDEE", "DTSTART" and "DTEND" properties in order to specify the source of the busy time information and the date and time interval over which the busy time information covers.

The "FREEBUSY" property value MAY include a list of values, separated by the COMMA character ([US-ASCII] decimal 44). Alternately, multiple busy time periods MAY be specified with multiple instances of the "FREEBUSY" property. Both forms MUST be supported by implementations conforming to this document. Duplicate busy time periods SHOULD NOT be specified in an iCalendar object. However, two different busy time periods MAY overlap.

theebwest, propertaesThapdsdebday'selbuyystshodedppedcablegte rhetroverodsTPRNOTa bus

	Method	Description	l
i	=======================================	======================================	ĺ
į	PUBLISH	Publish unsolicited busy time data.	
	REQUEST	Request busy time data.	
	REPLY	Reply to a busy time request.	

# 3.3.1 PUBLISH

VEVENT 0

VTODO 0 VJOURNAL 0 VTIMEZONE 0

### 3.3.3 REPLY

The "REPLY" method in a "VFREEBUSY" calendar component is used to

#### 3.4 Methods For VTODO Components

This section defines the property set for the methods that are applicable to the "VTODO" calendar component. Each of the methods is defined using a restriction table that specifies the property constraints that define the particular method.

The following summarizes the methods that are defined for the "VTODO" calendar component.

REQUEST-STATUS 0

VALARM 0+

VTIMEZONE 0+ MUST be present if any date/time refers

to a timezon to

4timezon niTTj 0 -22 Td(4t Murrence valatend possiblyrs)T dIMEription. Ifrs

t Mipin CUA

"Attendee" assigned the "VTODO" calendar component does this by forwarding the original "REQUEST" method to the new CU. The new CU can send a "REPLY" to the "Organizer" of the "VTODO" calendar component. The reply contains an "ATTENDEE" property for the new CU.

RECURRENCE-ID	0 or 1	MUST only if referring to one or more instances of a recurring calendar component. Otherwise it MUST NOT be present.
RELATED-TO	0+	
RESOURCES	0 or 1	This property MAY contain a list of values
RRULE	0+	
PRIORITY	0 or 1	
STATUS	0 or 1	If present it MUST be set to "CANCELLED".  MUST NOT be used if purpose is to remove "ATTENDEES" rather than cancel the entire VTODO.
URL	0 or 1	
X-PROPERTY	0+	
REQUEST-STATUS	0	
VTIMEZONE	0 or 1	MUST be present if any date/time refers to a timezone
X-COMPONENT	0+	a
VALARM	0	
VEVENT	0	
VFREEBUSY	0	

### 3.4.6 REFRESH

The "REFRESH" method in a "VTODO" calendar component is used by "Attendees" of an existing "VTODO" calendar component to request an updated description from the "Organizer" of the "VTODO" calendar component. The "Organizer" of the "VTODO" calendar component MAY use this method to request an updated status from the "Attendees". The "REFRESH" method MUST specify the "UID" property corresponding to the "VTODO" calendar component needing update.

A refresh of a recurrence instance of a "VTODO" calendar component may be requested by specifying the "RECURRENCE-ID" property corresponding to the associated "VTODO" calendar component. The "Organizer" responds with the latest description and rendition of the "VTODO" calendar component. In most cases this will be a REQUEST unless the "VTODO" has been cancelled, in which case the ORGANIZER MUST send a "CANCEL". This method is intended to facilitate machine

## 3.4.7 COUNTER

The "COUNTER" method in a "VTODO" calendar component is used by an "Attendee" of an existing "VTODO" calendar component to submit to the

LOCATION 0 or 1
PERCENT-COMPLETE 0 or 1

RDATE 0+

RECURRENCE-ID 0 or 1 MUST only 3.5if referring to an instance of a recurring calendar component. Otherwise it MUST NOT be present.

RELATED-TO 0+ REQUEST-STATUS 0+

RESOURCES 0 or 1 This property MAY contain a list of values

RRULE 0 or 1

SEQUENCE 0 or 1 MUST echo the original SEQUENCE number.

MUST be present if non-zero. MAY be present

if zero.

STATUS 0 or 1 MAY be one of COMPLETED/NEEDS ACTION/IN-

PROCESS/CANCELLED

URL 0 or 1 X-PROPERTY 0+

VALARM 0+

VTIMEZONE 0 or 1 MUST be present if any date/time refers to

a timezone

X-COMPONENT 0+

VEVENT 0 VFREEBUSY 0

3.4.8 DECLINECOOVVVSY ROVVVSY ROVMERY ROVMERY OY ROOUAoter

03.4.8 DECr 1ds pro

VEVENTOVMpro 03.4.8 DE.d(X-COMPONENT EEB(VEVENTOypeREEBERCEC ROVVVSYoby oy

ATTACH 0+

+=======+====+

		recurring calendar component. Otherwise it MUST NOT be present.
RELATED-TO RRULE	0+ 0+	
SEQUENCE	0 or 1	MUST echo the original SEQUENCE number. MUST be present if non-zero. MAY be present if zero.
STATUS	0 or 1	MAY be one of DRAFT/FINAL/CANCELLED
SUMMARY	0 or 1	Can be null
URL	0 or 1	
X-PROPERTY	0+	
ATTENDEE	0	
VALARM	0+	
VTIMEZONE	0+	MUST be present if any date/time refers to a timezone
X-COMPONENT	0+	
VEVENT	0	
VFREEBUSY	0	
VTODO	0	

### 3.5.2 ADD

The "ADD" method in a "VJOURNAL" calendar component is used to add one or more instances to an existing "VJOURNAL" entry. There is no response to the "Organizer".

If the "UID" property value in the "ADD" is not found on the recipient's calendar, then the recipient MAY treat the "ADD" as a "PUBLISH".

This method type is an iCalendar object that conforms to the following property constraints:

### Component/Property Presence

METHOD	1	MUST be "ADD"
VJOURNAL	1	
DESCRIPTION	1	Can be null.
DTSTAMP	1	
DTSTART	1	
ORGANIZER	1	
SEQUENCE	1	MUST be greater than 0
UID	1	MUST match that of the original journal
ATTACH	0+	

CATEGORIES 0 or 1 This property MAY contain a list of values

CLASS 0 or 1 COMMENT 0 or 1 CONTACT 0+

	ignored. Scheduled as a   name and value MAY be   single component.   specified.	
2.9	Success, truncated end date DTEND pvvve vv==========	=====

3.9	Unsupported version.   	VERSION property name and value MAY be specified.
3.10	Request entity too large.	None.
3.11	Required component or property missing.	Component or property name MAY be specified.
3.12	Unknown component or property found	Component or property   name MAY be specified
3.13	Unsupported component or property found	Component or property   name MAY be specified
3.14	Unsupported capability	Method or action MAY   be specified
4.0	Event conflict. Date/time   is busy. 	DTSTART and DTEND property name and values MAY be specified.
5.0	Request MAY supported.	Method property value   MAY be specified.
5.1	Service unavailable.	ATTENDEE property value MAY be specified.
5.2	Invalid calendar service.	ATTENDEE property value     MAY be specified.
5.3	No scheduling support for user.	ATTENDEE property value     MAY be specified.

## 3.7 Implementation Considerations

# 3.7.1 Working With Recurrence Instances

iCalendar includes a recurrence grammar to represent recurring events. The benefit of such a grammar is the ability to represent a number of events in a single object. However, while this simplifies creation of a recurring event, meeting instances still need to be

Since implementations may elect to store recurring events as either a single event object or a collection of discreet, related event objects, the protocol is designed so that each recurring instance may be both referenced and versioned. Hence, implementations that choose to maintain per-instance properties (such as "ATTENDEE" property "partstat" parameter) may do so. However, the protocol does not require per-instance recognition unless the instance itself must be renegotiated.

The scenarios for recurrence instance referencing are listed below. For purposes of simplification a change to an event refers to a "trigger property." That is, a property that has a substantive effect on the meeting itself such as start time, location, due date

authorizing an update. Second, it is prudent to provide a point of contact for anyone who receives a published component in case of problems.

There are valid [RFC-822] addresses that represent groups. Sending email to such an address results in mail being sent to multiple recipients. Such an address may be used as the value of an

TRIGGER:-PT2H ACTION:DISPLAY

DESCRIPTION: You should be leaving for the game now.

END:VALARM
BEGIN:VALARM
TRIGGER:-PT30M
ACTION:AUDIO
END:VALARM
END:VEVENT
END:VCALENDAR

The "RELATED-TO" field contains the "UID" property of a related calendar event. The "SEQUENCE" property 3 indicates that this event supersedes versions 0, 1, and 2.

### 4.1.5 Anniversaries or Events attached to entire days

This example demonstrates the use of the "value" parameter to tie a

Action	"Organizer"	Attendee
Initiate a meeting     request	"A" sends a REQUEST message to "B", "C", and "D"	
Accept the meeting     request		"B" sends a REPLY   message to "A" with its   ATTENDEE "partstat" para-   set to "accepted"
Decline the meeting request		"C" sends a REPLY   message to "A" with its   ATTENDEE "partstat" para-   set to "declined"
Tentatively accept   the meeting request		"D" sends a REPLY   message to "A" with its   ATTENDEE "partstat" para-   set to "tentative"
Confirm meeting   status with   attendees	"A" sends a REQUEST message to "B" and "D" with updated information.	

### 4.2.1 A Group Event Request

A sample meeting request is sent from "A" to "B", "C", and "D". \_E\_ is also sent a copy of the request but is not expected to attend and need not reply. "E" illustrates how CUAs might implement an "FYI" type feature. Note the use of the "role" parameter. The default value for the "role" parameter is "req-participant" and it need not be enumerated. In this case we are using the value "non-participant" to indicate "E" is a non-attending CU. The parameter is not needed on other "Attendees" since "participant" is the default value.

BEGIN: VCALENDAR

PRODID: -//ACME/DesktopCalendar//EN

METHOD: REQUEST VERSION: 2.0 BEGIN: VEVENT

ORGANIZER: Mailto: A@example.com

ATTENDEE; ROLE=CHAIR; PARTSTAT=ACCEPTED; CN=BIG A: Mailto: A@example.com

ATTENDEE; RSVP=TRUE; TYPE=INDIVIDUAL; CN=B: Mailto: B@example.com ATTENDEE; RSVP=TRUE; TYPE=INDIVIDUAL; CN=C: Mailto: C@example.com

BEGIN: VCALENDAR

PRODID:-//ACME/DesktopCalendar//EN

METHOD: COUNTER VERSION: 2.0 BEGIN: VEVENT

ORGANIZER: Mailto: A@example.com

ATTENDEE; ROLE=CHAIR; PARTSTAT=ACCEPTED: Mailto: A@example.com ATTENDEE; RSVP=TRUE; TYPE=INDIVIDUAL: Mailto: B@example.com ATTENDEE; RSVP=TRUE; TYPE=INDIVIDUAL: Mailto: C@example.com

DTSTART:19970701T160000Z DTEND:19970701T190000Z DTSTAMP:19970612T190000Z

SUMMARY: Discuss the Merits of the eleccZZZe ZZq2T19000rimple.com

SEQUENCE:ber 1998

ATTEto:B BEGIN:VCALENDAR

BEGIN: VCALENDAR

PRODID: -//ACME/DesktopCalendar//EN

METHOD: DECLINECOUNTER

VERSION:2.0 BEGIN:VEVENT

ORGANIZER: Mailto: A@example.com

ATTENDEE; RSVP=TRUE; TYPE=INDIVIDUAL: Mailto: B@example.com

COMMENT:Sorry, I cannot change this meeting time UID:calsrv.example.com-873970198738777@example.com

SEQUENCE: 0

DTSTAMP:19970614T190000Z

END: VEVENT END: VCALENDAR

#### 4.2.5 Delegating an Event

When delegating an event request to another "Calendar User", the "Delegato QQQ W QqTd( SQbIeiielmatdDy no protocolr", the)Tj 0 -11limitj 0onelegENT ENENT "DeIeiENTsponsibilities1d( irad ofgato QQQ W Q d( 0 -22 Td( WMUST:j 0

SEQUENCE:1

STATUS: CONFIRMED

END: VEVENT
END: VCALENDAR

4.3 Busy Time Examples

DTSTAMP:19970613T190030Z

END:VFREEBUSY
END:VCALENDAR

UID:calsrv.example.com-873970198738777@example.com

SEQUENCE: 0

STATUS: CONFIRMED

END: VEVENT END: VCALENDAR

The first two components of this iCalendar object are the time zone components. The "DTSTART" date coincides with the first instance of the RRULE property.

The recurring meeting is defined in a particular time zone, presumably that of the originator. The client for each "Attendee" has the responsibility of determining the recurrence time in the "Attendee's" time zone.

BEGIN: VEVENT

UID:123456789@host1.com

SEQUENCE: 7

RRULE:WKST=SU;BYDAY=TH;FREQ=WEEKLY ORGANIZER:Mailto:A@example.com

ATTENDEE; ROLE=CHAIR; PARTSTAT=ACCEPTED: Mailto: A@example.com

ATTENDEE; RSVP=TRUE: Mailto: B@example.com

SUMMARY:Review Accounts DTSTART:19980303T210000Z DTEND:19980303T220000Z DTSTAMP:19980303T193000Z

LOCATION: The Usual conference room

STATUS: CONFIRMED

END: VEVENT
END: VCALENDAR

Alternatively, if the "Organizer" is not concerned with per-instance updates, the entire event can be rescheduled using a "REQUEST". This is done by using the "UID" of the event to reschedule and including the modified "RRULE". Note, that since this is an entire rescheduling of the event, any instance-specific information will be lost.

BEGIN: VCALENDAR METHOD: REQUEST

PRODID:-//RDU Software//NONSGML HandCal//EN

VERSION: 2.0 BEGIN: VEVENT

UID:123456789@host1.com

SEOUENCE: 7

RRULE: WKST=SU; BYDAY=TU, TH; FREQ=WEEKLY

ORGANIZER: Mailto: A@example.com

ATTENDEE; ROLE=CHAIR; PARTSTAT=ACCEPTED: Mailto: A@example.com

ATTENDEE; RSVP=TRUE: Mailto: B@example.com

SUMMARY:Review Accounts DTSTART:19980303T210000Z DTEND:19980303T220000Z DTSTAMP:19980303T193000Z LOCATION:The White Room

STATUS: CONFIRMED

END: VEVENT
END: VCALENDAR

The next series of examples illustrate how an "Organizer" would

END: VEVENT
END: VCALENDAR

# 4.5 Group To-do Examples

Individual "A" creates a group task in which individuals "A", "B", "C" and "D" will participate. Individual "B" confirms acceptance of the task. Individual "C" declines the task. Individual "D"

+	+
Attendee indicates	D" sends a "REPLY"
completion	message indicating
	completion
The state of the s	

## 4.5.1 A VTODO Request

A sample "REQUEST" for a "VTODO" calendar component that "A" sends to "B", "C", and "D".

BEGIN: VCALENDAR

END: VTODO
END: VCALENDAR

BEGIN: VTODO

ATTENDEE; PARTSTAT=IN-PROCESS: Mailto: B@example.com

PERCENT-COMPLETE: 75

UID:calsrv.example.com-873970198738777-00@example.com

DTSTAMP:19970717T233000Z

RECURRENCE-ID:19980101T170000Z

SEQUENCE:1 END:VTODO END:VCALENDAR

### 4.6 Journal Examples

The iCalendar object below describes a single journal entry for October 2, 1997. The "RELATED-TO" property references the phone conference event for which minutes were taken.

BEGIN: VCALENDAR METHOD: PUBLISH

PRODID:-//ACME/DesktopCalendar//EN

VERSION: 2.0 BEGIN: VJOURNAL

DTSTART:19971002T200000Z

ORGANIZER:MAILTO:A@Example.com SUMMARY:Phone conference minutes

DESCRIPTION: The editors meeting was held on October 1, 1997.

Details are in the attached document. UID:0981234-1234234-2410@example.com

RELATED-TO:0981234-1234234-2402-35@example.com

ATTENDEE: Mailto: D@example.com UID: guid-1-12345@host1.com DTSTAMP: 19970603T094000

END: VEVENT END: VCALENDAR

## 4.7.2 Bad RECURRENCE-ID

Component instances are identified by the combination of "UID", "RECURRENCE-ID", and "SEQUENCE". When an "Organizer" sends a request to an "Attendee", there are three cases in which an instance cannot be found. They are:

Action	"Organizer"	Attendee
Update an instance     request	"A" sends "REQUEST" message to "B"	
Attendee requests   refresh because   "RECURRENCE-ID" was   not found		"B" sends a "REFRESH" message to "A"
Refresh the entire   Event	"A" sends the latest copy of the Event to "B"	
Attendee handles   the request and   updates the   instance		"B" updates to the latest copy of the meeting.

### Request from "A":

BEGIN: VCALENDAR METHOD: REQUEST

PRODID:-//RDU Software//NONSGML HandCal//EN

VERSION: 2.0
BEGIN: VEVENT

UID:acme-12345@host1.com

SEQUENCE: 3

RRULE: FREQ=WEEKLY

RDATE; VALUE=PERIOD: 19970819T210000Z/199700819T220000Z

ORGANIZER: Mailto: A@example.com

ATTENDEE; ROLE=CHAIR; PARTSTAT=ACCEPTED: Mailto: A@example.com

ATTENDEE: Mailto: B@example.com

DESCRIPTION: IETF-C&S Conference Call

missed at least one update and needs a new copy of the event. "B" requests the latest copy of the event with the following refresh message:

BEGIN: VCALENDAR

PRODID:-//RDU Software//NONSGML HandCal//EN

METHOD: REFRESH

VEHODRESH ielRESH Event-Related

Components Fallback

----VALARM Reply with Not Supported
VTIMEZONE Required if any DateTime value refers to a time zone.

Component Property Fallback

ATTACH Ignore

Component

Property Fallback

\_\_\_\_\_\_

ATTACH Ignore
ATTENDEE Required if JOURNAL-REQUEST is implemented; otherwise

ignore CATEGORIES Ignore CLASS Ignore COMMENT Ignore CONTACT CREATED Ignore Ignore DESCRIPTION Required DTSTAMP Required Required DTSTART EXDATE Ignore

Ignore Reply with Not Supported. If implemented, EXRULE

VTIMEZONE MUST also be implemented.

LAST-MODIFIED Ignore ORGANIZER Ignore RECURRENCE-ID Ignore RELATED-TO Ignore RDATE Ignore.

Ignore. The first instance occurs on the DTSTART RRULE

property. If implemented, VTIMEZONE MUST also be

implemented.

SEQUENCE Required STATUS Ignore SUMMARY Required URL Ignore UID Required X-Ignore

## 5.2.2 Unexpected Reply from an Unknown Delegate

When an "Attendee" delegates an item to another CU they MUST send a "REPLY" method to the "Organizer" using the "ATTENDEE" properties to indicate that the request was delegated and to whom. Hence, it is possible for an "Organizer" to receive an "REPLY" from a CU not listed as one of the original "Attendees". The resolution is left to the implementation but it is expected that the calendaring software will either accept the reply or hold it until the related "REPLY" method is received from the "Delegator". If the version of the "REPLY" method is out of date the "Organizer" SHOULD treat the message as a "REFRESH" message and update the delegate with the correct version.

#### 5.3 Sequence Number

Under some conditions, a CUA may receive requests and replies with the same "SEQUENCE" property value. The "DTSTAMP" property is utilized as a tie-breaker when two items with the same "SEQUENCE" property value are evaluated.

maliciously changes the "ATTENDEE" parameters may be constructed by

[RFC-1847] in the iTIP transport binding. This helps mitigate the threats of spoofing, eavesdropping and malicious changes in transit.

## 6.2.1 Use of [RFC-1847] to secure iTIP transactions

iTIP transport bindings MUST provide a mechanism based on Security Multiparts for MIME [RFC-1847] to enable authentication of the sender's identity, and privacy and integrity of the data being

# 7 Acknowledgments

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### 9 Authors' Addresses

The following address information is provided in a vCard v3.0, Electronic Business Card, format.

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The iCalendar object is a result of the work of the Internet Engineering Task Force Calendaring and scheduling Working Group. The chairman of that working group is:

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