

Grid Forum Draft

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## Grid Forum Guidelines and Procedures

### Status of this Draft

This document requests discussion and suggestions for improvements.  
Distribution of this memo is unlimited.

### Abstract

The Grid Forum (GF) is a group formed by individuals from within the community of researchers and practitioners engaged in research, development, deployment, and support activities related to high-capability distributed software systems, or "grids." The scope of the applications that motivate these activities is quite broad, including for example high performance processing applications, distributed collaborative environments, distributed data analysis, and remote instrument control. A defining characteristic is a perceived need for services beyond those provided by today's commodity Internet.

The GF has organized working groups that are investigating a combination of research topics related to distributed systems, best practices for the design and interoperation of distributed systems, and the development of Applicability Statements (AS) for the implementation of grid software systems using current and emerging Internet Technical Specifications (TS) and other standards. In cases where there are no applicable technical specifications or standards and where no other bodies (IRTF, IETF, W3C, etc.) are engaged in the creation of these, GF may create a group to either investigate related research topics or to create a proposed TS.

This document describes guidelines and procedures for formation and operation of GF Working Groups. It describes the relationship between GF participants, Working Groups, and the Grid Forum Steering Group (GFSG). The basic duties of GF participants, including the GF Chair, GFSG, Working Group Chairs and GF members are defined.

## 1. INTRODUCTION

This document defines guidelines and procedures for Grid Forum (GF) Working Groups. The GF focuses on specific areas of both long term research, on the one hand, and near-term implementation and application, on the other, relating to technologies for building high-capability distributed systems, or "grids," and grid applications.

The Internet is a loosely organized international collaboration of autonomous, interconnected networks; it supports host-to-host communication through voluntary adherence to open protocols and procedures defined by Internet Standards, a collection of which are commonly known as "the TCP/IP protocol suite". Development and

review of potential Internet Standards from all sources is conducted by the Internet Engineering Task Force (IETF). The Internet Standards Process is defined in [1]. *Grid Forum does not intend to replace nor duplicate the Internet Standards Process, but intends to work cooperatively with IETF in any activities that involve standardization.*

Emerging network applications in such areas as high performance computing, information analysis, and distributed collaboration involve the coordinated use of multiple geographically distributed resources. The development of such applications can be significantly simplified if various "high-level" functions are present "in the network". A large community of researchers and practitioners is now engaged in research, development, deployment, and operational support of a new class of infrastructure that provides these high-level functions. This "Grid" infrastructure provides caching, authentication, resource discovery, resource scheduling, and other services, with these new services being viewed by "Grid" applications in a manner analogous to how previous generation applications viewed services such as TCP sockets or protocols such as HTTP. Some of these issues are discussed in [5,6].

GF was established in 1999 as a community forum for discussion of Grid technology issues and as a means of coordinating efforts, promoting reuse and interoperability, and sharing results. GF holds regular meetings, maintains a web site ([www.gridforum.org](http://www.gridforum.org)), and operates working groups, as described below.

#### 1.1. Role of Grid Forum

The role of the GF encompasses three interrelated but distinct functions. The first relates directly to development of "production" Grid infrastructures and concerns the development of Informational and Applicability Statement (AS) documents that are necessary for building distributed systems. These documents will often be concerned with the application and/or integration of technologies developed within IETF or other groups.

Second, the GF, similar to the Internet Research Task Force (IRTF, described in [2]), serves as a forum for discussion and exploration of longer-term issues. However the issues addressed by GF are expected to be more specifically related to distributed systems, covering areas that are not addressed in IRTF Research Groups. Where applicable, GF will also make use of IRTF Research Group and IETF Working Group products as well as those from other bodies such as the World Wide Web Consortium (W3C), Internet2 projects, etc. The outcome of this work will often be Informational documents describing requirements or proposing ideas for new technologies.

Finally, there are areas where Grid systems require that Technical Specifications (TS) be developed that address topics not covered by IETF or other standards-making bodies. In this respect, GF will operate in a fashion similar to IETF, focusing on shorter-term issues of engineering and standards making. *As of this writing, no such activities exist in GF and discussions are taking place with the Internet Society (ISOC) and Internet Architecture Board (IAB) about logistics for cooperating with IETF on standards-track efforts. This might involve, for example, the formation of an IETF working group that will operate under the authority of both the IESG and GFSG, holding its face-to-face meetings at GF venues.*

## 1.2. Description of Grid Forum

GF is composed of a number of focused, typically long-term working groups. These groups work on topics related to "middleware," meaning protocols and services that operate primarily "below" the end-user application but "above" the Internet Protocol Suite. In many cases, these middleware topics center around specific implementation issues, seeking to ensure interoperability of higher-level systems such as resource schedulers or data caching/storage services.

GF Working Groups are expected to have the stable long term membership needed to promote the collaboration and teamwork required for exploration of research and implementation issues as well as development of implementation agreements that support interoperation. Participation is by individual contributors, rather than by representatives of organizations.

The GF is managed by the GF Chair in consultation with a Grid Forum Steering Group (GFSG). The GFSG membership includes the GF Chair, individuals who oversee multiple working groups and assist working group chairs, and possibly other individuals ("members at large") from the Grid Forum community.

*As of this writing, the GF Chair, GFSC, and working group chairs are developing processes for election or appointment of the GF Chair and GFSC members. Working Group chairs are appointed as part of the formation of Working Groups (as detailed below). The GFSG members at large are chosen by the GF Chair in consultation with the rest of the GFSG.*

In addition to managing the Working Groups, the GFSG may from time to time convene topical workshops focusing on areas of importance to the evolution of Grid infrastructure, applications, or relevant technologies, or more general workshops to, for example, discuss research and development priorities from the perspective of Grid infrastructure or applications.

This document defines procedures and guidelines for formation and operation of Working Groups in the GF. The duties of the GF Chair, GFSG members, the Working Group Chairs and GF members are also described.

The document uses: "shall", "will", "must" and "is required" where it describes steps in the process that are essential, and uses: "suggested", "should" and "may" where guidelines are described that are not essential, but are strongly recommended to help smooth Research Group operation. The terms "they", "them" and "their" are used in this document as third-person singular pronouns.

## 1.3. GF approach

The reader is encouraged to study The Internet Standards Process [1] and should review the guidelines for IETF and IRTF functions as outlined in [2] and [3]. As Grid Forum intends to establish similar culture and process, this background will be essential.

GF is similar to IRTF in that it does not, in general, set standards. Like IRTF Research Groups, most GF Working Groups are expected to be long-lived, producing a sequence of "products" over time. The products of a Working Group are research results or application/implementation agreements that may be disseminated by

publication in scholarly journals and conferences, as RFCs, and so on. See Section 6.4 for discussion on the document publication process.

In addition, it is expected that technologies developed in a GF Working Group may be brought to the IETF as input to IETF Working Group(s) for possible standardization. In cases where there is an existing IETF working group that is appropriate for the particular area of standardization, GF Working Group input will carry no more weight than other community input, and will go through the same standards setting process as any other proposal.

In some cases, however, for example when there is no IETF group addressing a particular set of technical specifications, a new working group may be formed specifically for the purpose of developing a technical specification or a group of related technical specifications. This type of working group, aimed at developing standards, will be proposed as an IETF working group, holding its face-to-face meetings at Grid Forum events (see below).

GF Working Groups are formed to encourage research, coordination, and information exchange in areas of importance to the evolution of "grids" on the Internet. Clearly, anyone may conduct such work, whether or not they are members of a GF Working Group. The expectation is that by sponsoring Working Groups, the GF can foster cross-organizational collaboration, help to create "critical mass" in important areas, and add to the visibility and impact of the work.

As with IETF Working groups, GF Working groups will have open membership and, as with IRTF and IETF these groups are expected to be marked by informality to encourage and foster collaboration without adding unnecessary bureaucracy.

#### 1.4. Acknowledgments

This document is based on the June 1996 RFC "IRTF Working Group Guidelines and Procedures" by A. Weinrib and J. Postel [2] and on the September 1998 RFC "IETF Working Group Guidelines and Procedures" by S. Bradner [3]. For consistency, the format, outline, and some sections of text are identical to corresponding text in these source documents. The authors gratefully acknowledge the history and work that has gone into developing these reference documents and the Internet Standards Process in general.

## 2. WORKING GROUP FORMATION

Working Groups are the activity centers in the GF. A Working Group is typically created to address a research, implementation, or operational area related to infrastructure necessary for building "grids." Working Groups are expected to have stable, long-term membership in order to promote collaboration and teamwork. Participation is by individual contributors, rather than by representatives of organizations.

A Working Group may be established at the initiative of an individual or group of individuals. Anyone interested in creating a GF Working Group must submit a charter for the proposed group to the GF Chair along with a list of proposed founding members. The charter will be reviewed for approval by the GFSG.

If approved, a link to the working group website (developed as part of the charter) is placed on the main GF Web site and announced via the grid forum announcement email distribution list.

## 2.1. Criteria for formation

In determining whether it is appropriate to create a Working Group, the GFSG will consider several issues:

- Is the area that the Working Group plans to address clear and relevant for the Grid research, development, implementation, and/or application user community?
- Will the formation of the Working Group foster work that would not be done otherwise? For instance, membership drawn from more than a single institution, more than a single country, and so on, is to be encouraged.
- Do the Working Group's activities overlap with those of another GF Working Group, IRTF Research Group, or IETF Working Group? If so, it may still be appropriate to create the Working Group, but this question must be considered carefully since subdividing efforts often dilutes the available technical expertise and increases the danger of duplication of effort.
- Is there sufficient interest and expertise in the Working Group's topic with at least several people willing to expend the effort that is likely to produce significant results over time? Working Groups require considerable effort, including management of the Working Group process, editing of Working Group documents, and contribution to the document text. Experience suggests that these roles typically cannot all be handled by one person; at least four or five active participants are typically required. To help in this determination, a proposal to create a Research Group should include a list of potential charter members.
- Does a base of interested consumers (e.g., application developers, Grid system implementers, end-users) appear to exist for the planned work? "Consumer" interest can be measured by participation of end-users within the GF process, as well as by less direct means.
- Does the GF have a reasonable role to play in the determination of the technology? There are many Grid-related technologies that may be interesting to GF members but in some cases the GF may not be in a position to effect the course of the technology in the "real world". This can happen, for example, if the technology is being developed by another standards body or an industry consortium. A Working Group may still be appropriate in such a case as a means of coordinating input to another body, but this relationship and process needs to be clearly defined.
- Is there a good understanding of any existing work that is relevant to the topics that the proposed working group is to pursue? This includes work within the GF, IRTF, IETF, and elsewhere. In some cases, a Working Group may define a survey of "current technology" or "current approach" activity as an initial work product.

## 2.2. Charter

A charter is a contract between a Working Group and the GF to work in the designated area. Charters may be renegotiated periodically to reflect changes to the current status, organization or goals of the Working Group.

The formation of a Working Group requires a charter that is initially negotiated between a prospective Working Group Chair and the GF Chair in cooperation with the GFSG. When the prospective Chair and the GF Chair are satisfied with the charter form and content and pending approval by the GFSG, it becomes the basis for forming a Working Group.

A GF Working Group charter consists of six components:

1. Working Group Name

A Working Group name should be reasonably descriptive or identifiable. Additionally, the group shall define an acronym (maximum 8 printable ASCII characters) to reference the group in the GF directories, mailing lists, and general documents. The name and acronym must not conflict with any GF, IETF or IRTF names and acronyms.

2. Working Group Chair(s)

The Working Group may have one or two Chair(s) to perform the administrative functions of the group. The email address(es) of the Chair(s) shall be included.

3. Mailing List(s)

Each Working Group shall have an address (possibly the Chair's) for members of the Internet community to send queries regarding the Working Group. For instance, for requests to join the group.

A Working Group will have an "interest" Internet mailing list open to all interested parties. This list is used for an open discussion of the issues and announcements of results as they become available. Included should be the address to which an interested party sends a subscription request for the interest list and the procedures to follow when subscribing, and the location of the interest mailing list archive.

The mailing list traffic must be archived for future reference and to allow newcomers to review in preparation for joining the work.

4. Description of Working Group

The focus and intent of the group shall be set forth briefly. By reading this section alone, an individual should be able to decide whether this group is relevant to their own work. The first paragraph must give a brief summary of the topic area, basis, goal(s) and approach(es) planned for the Working Group. This paragraph will frequently be used as an overview of the Working Group's effort.

To facilitate evaluation of the intended work and to provide on-going guidance to the working group, the charter must describe the problem being solved and should discuss objectives and expected impact with respect to:

Architecture  
Deployment and Operations

Security  
Application Development and Runtime issues  
Transition (where applicable)

## 5. Goals and milestones

The Working Group charter must establish a timetable for specific work items. While this timetable may be renegotiated over time, the list of milestones and dates facilitates the GFSG's tracking of working group progress and status, and it is indispensable to potential participants as a means of identifying the critical moments for input.

GF Working Groups are expected to produce documents that fall into one of several categories including (but not limited to):

- a. Applicability Statements (AS) documents that describe implementation of relevant standards to promote interoperability.
- b. Community Practice (CP) Informational documents that describe best practices within the Grid community as they relate to particular areas of implementation, support, etc.
- c. Informational, such as evaluation of real-world results of implementing and using Grid technologies, surveys of relevant technologies and approaches to a particular class of Grid service, generally aimed at determining interoperability mechanisms or choosing a particular approach for community practice.
- d. Technical Specifications (TS) that describe specific approaches, API's, protocols, etc.

See [4] for details on the role and format of these different classes of documents. All documents developed by a Working Group are subject to review as described below before being published as GF outputs.

Milestones shall consist of deliverables that can be qualified as showing specific achievement; e.g., "Draft Document on Topic X finished" is fine, but "discuss via email" is not. It is helpful to specify milestones for every 3-6 months, so that progress can be gauged easily. This milestone list is expected to be updated periodically.

The Working Group description should also describe the expected impact with respect to Grid architecture, Grid infrastructure, or Internet Architecture in general.

## 6. Website

A Working Group will maintain a website that contains relevant information about the working group. The Working Group Chair(s) will be responsible for managing the website content and links regardless of where the site is hosted. At minimum the website must contain the following information and links:

- a. Name and Description of the Working Group
- b. Names and contact information for the Chair(s)
- c. Link to the Grid Forum website
- d. Link to archived mailing list traffic, including the email address of the list itself and for joining the list
- e. Downloadable versions of relevant documents, including draft documents and RFCs originating from the Working Group as well as "input" documents such as products of other groups.

- f. Links to related web documents or websites where relevant information is available. Links directly to relevant information within a site are strongly encouraged as opposed to links to general website front pages.
- g. Minutes and summaries from meetings of the working group, including presentation materials where appropriate.

### 3. WORKING GROUP OPERATION

The GF intends that working groups encourage and support open and fair participation and thorough consideration of technical alternatives. The procedures described below are designed with these goals in mind. Within those constraints, working groups are autonomous and each determines most of the details of its own operation with respect to session participation, reaching closure, etc. The core rule for operation is that acceptance or agreement is achieved via working group "rough consensus."

A number of procedural questions and issues will arise over time, and it is the function of the Working Group Chair(s) to manage the group process, keeping in mind that the overall purpose of the group is to make progress towards reaching rough consensus in realizing the working group's goals and objectives. There are few hard and fast rules on organizing or conducting working group activities, but a set of guidelines and practices has evolved within the Internet Standards Process (and IETF in particular) over time that have proven successful. These are listed here, with actual choices typically determined by the working group participants and the Chair(s).

#### 3.1. Meeting planning

For coordinated, structured Working Group interactions (i.e., meetings), the Chair should publish to the group mailing list and on the working group's website a draft agenda at least 2 weeks in advance of the actual meeting. The agenda needs to contain at least:

- The items for discussion;
- The estimated time necessary per item; and
- A clear indication of what documents the participants will need to read before the meeting in order to be well prepared.

Face-to-face meetings will take place at GF meetings, held 3 times per year. In addition, Working Groups are expected to make significant progress between meetings, conducting business via its electronic mail distribution list(s) as well as telephone conference, video teleconference, or additional face-to-face (physical) meetings as needed.

All Working Group meetings must be recorded in written minutes, to keep informed members who were not present and the community at large and to document the proceedings for present and future members. These minutes should include the agenda for the meeting, an account of the high points of the discussion, and a list of attendees. Meeting minutes should be published to the group mailing list and website within 1 week of the meeting.

#### 3.2. Meeting venue



Each Working Group will determine the balance of email and face-to-face meetings that is appropriate for making progress on its goals. Electronic mail permits the easiest and most affordable participation; face-to-face meetings often permit better focus, more productive debate and enhanced working relationships.

Face-to-face meetings will be held at each regular GF meeting. These meetings are held 3 times per year at varying locations.

### 3.3. Meeting management

The challenge to managing Working Group meetings is to balance the need for consideration of the various issues, opinions and approaches against the need to allow forward progress. The Working Group, as a whole, has the final responsibility for striking this balance. Excellent guidelines are laid out in [3].

## 4. WORKING GROUP TERMINATION

If, at some point, it becomes evident that a Working Group is not making progress in the areas defined in its charter, or fails to regularly report the results of its work to the community, the GF Chair can, in consultation with the Working Group and the GFSG, either:

1. Require that the group re-charter to refocus on a different set of problems,
2. Request that the group choose new Chair(s), or
3. Disband the group.

If the Working Group disagrees with the GF Chair's choice, it may appeal to the GFSG. If the disagreement has not been resolved by the next regularly scheduled GF meeting, the working group will meet with at least 2 members of the GFSG to appeal the decision.

## 5. STAFF ROLES

Working Groups require considerable care and feeding. In addition to general participation, successful Working Groups benefit from the efforts of participants filling specific functional roles.

### 5.1. GF Chair

The GF Chair is responsible for ensuring that Working Groups produce coherent, coordinated, architecturally consistent and timely output as a contribution to the overall evolution of Grid architecture. In addition to the detailed tasks related to Working Groups outlined below, the GF Chair may also from time to time arrange for topical workshops attended by the GF and perhaps other experts in the field.

#### a. Planning

The GF Chair monitors the range of activities. This may include encouraging the formation of Working Groups directly, rather than waiting for proposals from GF participants.

#### b. Coordination of GFSG

The GF Chair works with members of the GFSG to ensure that each working group receives guidance and assistance from a member of the GFSG.

c. Coordination of GF Meetings

The GF Chair works with members of the GFSG to identify host sites and meeting coordinators for the at-large meetings that take place 3x/year and for any major GF sponsored workshops.

The GF Chair works with the GFSG to develop agendas and objectives for the at-large GF meetings. At least one month prior to GF at-large meetings, the GF Chair will announce a final draft agenda for the meeting.

d. Reporting

The GF Chair reports on GF progress via the GF website and informational mailing list. The GF Chair is also responsible for ensuring that the main GF Website is kept up to date.

5.2. Grid Forum Steering Group (GFSG)

The GFSG works closely with the GF Chair to oversee and coordinate the activities of Working Groups.

a. Coordination of Working Groups

Each GFSG member is responsible to work with Working Group chairs to coordinate the work done by the various Working Groups. Each working group has a single GFSG contact point.

b. Reporting

The responsible GFSG member reports on progress of his or her working groups to the GF Chair.

c. Progress tracking

The responsible GFSG member tracks and manages the progress of the various Working Groups with the aid of a regular status report on documents and accomplishments from the Working Group Chairs.

5.3. GF Member

Members of GF are responsible for advising the GF Chair on the chartering of new Working Groups and on other matters relating to the smooth operation of the GF. Note that GF membership is not defined formally but instead is established via participation in one or more Working Groups. GF members are not required to participate in the at-large regular GF meetings, however it is difficult to contribute without some participation in these meetings. Members are thus highly encouraged to not only participate in electronic dialogs of working groups but also in the face-to-face meetings.

5.4. Working Group Chair

The Working Group Chair is concerned with making forward progress in the areas under investigation, and has wide discretion in the conduct of Working Group business. The Chair must ensure that a number of tasks are performed, either directly or by others assigned to the tasks. The Chair should coordinate with his or her GFSG point of contact both during the normal course of operations and to resolve any difficulties or problems that might arise. The working group management tasks encompass at the very least the following:

a. Ensuring the Working Group process and content management.

The Chair has ultimate responsibility for ensuring that a Working Group achieves forward progress. For some Working Groups, this can be accomplished by having the Chair perform all management-related activities. In other Working Groups -- particularly those with large or divisive participation -- it is helpful to allocate process and/or secretarial functions to other participants. Process management pertains strictly to the style of Working Group interaction and not to its content. The secretarial function encompasses preparation of minutes, and possibly editing of group-authored documents.

b. Moderate the Working Group email list

The Chair should attempt to ensure that the discussions on this list are relevant and that not devolve to "flame" attacks or rat-hole into technical trivia. The Chair should make sure that discussions on the list are summarized and that the outcome is well documented (to avoid repetition). The chair should also send periodic informational updates to the list such as notifications of changes to the Working Group website or main GF website, agenda changes, or new documents of interest.

c. Manage the Working Group Website

The Chair should ensure that the Working Group Website is kept up to date, including links to mailing list archives, relevant documents, and products of the working group (or input to the working group). The Chair may wish to delegate the specific tasks related to website changes and updates to a member of the working group or to an appropriate third party, but must remain actively involved in determining those changes and the overall content of the site.

d. Organize, prepare and chair face-to-face and on-line formal meetings

The Chair should plan and announce meetings well in advance. (See section on Meeting Planning in [1] for suggested procedures.)

e. Communicate results of meetings

The Chair and/or Secretary must ensure that minutes of a meeting are taken and that they are made available in a timely way via the mailing list(s) and the working group website.

f. Distribute the work

It is expected that all Working Group participants will actively contribute to the work of the group. Working Group membership is expected to be a long-term commitment by a set of motivated members of the Grid community. Of course, at any given time more of the work is likely to be done by a few participants with particular interests, set of skills and ideas. It is the task of the Chair to motivate enough experts to allow for a fair distribution of the workload.

#### g. Document development

Working Groups produce documents and documents need authors. However, authorship of papers related to the work of a Working Group is one of the primary reasons that researchers become members, so finding motivated authors should not be a problem.

It is up to the Working Group to decide the authorship of papers resulting from Working Group activities. In particular, authorship by the entire group is not required.

#### e. Document publication

The Working Group Chair manages the flow of documents and their status. The Chair is responsible for the first-level review of working group documents to ensure that they represent the work of the group accurately, that they are technically sound, and that they are clear and readable in style. The document publication process is discussed in more detail below.

### 5.5. Research Group Editor/Secretary and/or Webmaster

Taking minutes and editing jointly authored Working Group documents often is performed by a specifically designated participant or set of participants.

## 6. WORKING GROUP DOCUMENTS

### 6.1. Meeting documents

All relevant documents for a meeting (including the final agenda) should be published to the group mailing list and on the Working Group's website. These should be available at least two weeks before a meeting starts.

The Working Group Chair must ensure that all relevant documents (including the final agenda and the minutes of the last meeting) are available at the website. This has the advantage that all participants can retrieve all files and thus make sure they have all relevant documents.

### 6.2. Grid Forum Drafts (GFD)

Analogous to the IETF Internet-Drafts are Grid Forum Drafts. These are to be kept at the working group's website as soon as they become reasonably stable. In addition, the Working Group Chair must notify the GF Chair that a GFD is available so that this information can be included at the main GF website.

As with Internet-Drafts, Grid Forum Drafts are working documents and have no official standards status whatsoever. They may, eventually, turn into an RFC or a standards-track document or they may sink from sight. The lifetime of a GFD is expected to be 3-6 months, after which it should be turned into an RFC or retired and removed from the website. In some cases the authors may wish to turn a GFD into a paper for publication other than as an RFC, and in these cases the Grid Forum should be included in the list of acknowledgements. It is

strongly suggested that the review process laid out below be followed regardless of where the GFD-derived paper is published.

The format of a Grid Forum Draft must be the same as for an RFC [4]. Further, a GFD must contain:

- Beginning, standard, boilerplate text which is provided at the main GF website;
- The GFD filename; and
- The expiration date for the GFD.

Each working group will maintain a set of GFD's at the working group website, using a GFD numbering system that includes the working group acronym, i.e.: GFD-<wg>-<#>

Where <wg> is the working group acronym and # is the sequence number of the document.

Complete specification of requirements for an Internet-Draft are found in [4] and these should be followed for Grid Forum Drafts.

### 6.3. Non Standards-Track GF Request For Comments (RFC)

The work of a GF Working Group will generally result in publication of research papers and other documents, as well as documents as part of the Informational or Experimental Request For Comments (RFCs) series [1]. This series is the archival publication record for the Internet community. An RFC can be written by an individual in a Working Group, by a group as a whole with a designated Editor, or by others not involved with the GF. The designated author(s) need not include the group Chair(s).

However, documents that result from GF Working Group efforts or that are intended to reflect work of the GF must be reviewed by the GFSG prior to submitting to the RFC process.

NOTE: The RFC series is a publication mechanism only and publication does not determine the status of a document. Status is determined through separate, explicit status labels. In other words, the reader is reminded that all Internet Standards are published as RFCs, but NOT all RFCs specify standards.

The RFC's authors are expected to work with their Working Group Chair and the GFSG to ensure that the RFC is consistent in reporting results of the working group and that it is both technically sound and presents the results in a clear fashion. Following review by the GFSG and approval of the GF Chair, the authors are expected to work with the RFC Editor to meet all formatting, review and other requirements that the Editor may impose. Usually, in case of a submission intended as an Informational or Experimental RFC minimal review is necessary, although publication in the Experimental track generally requires IESG review. However, in all cases initial publication as an Internet Draft is preferred.

If the Working Group, GFSG member, GF Chair or the RFC Editor thinks that an extensive review is appropriate, the GF Chair may be asked to conduct one. This review may either be done by the GF Chair, the GFSG, or an independent reviewer selected by the GF Chair. Occasionally, review by the GFSG may be appropriate.

If an RFC is intended to be input to an IETF Working Group, the GF Chair will work with the appropriate IETF Area Director and the IETF Chair to ensure that appropriate collaboration takes place between the GF and IETF Working Group chairs.

#### 6.4. Standards-Track GF Request for Comments (RFC)

If an RFC is intended to be submitted as a standards-track document, the GF Working Group Chair must develop an IETF working group charter as outlined in [3]. The Working Group Chair and GF Chair will work with the appropriate IETF Area Director and IETF Chair to propose the effort as an IETF working group holding meetings at GF gatherings.

To support this process, the specific charter to be developed by the GF Working Group must specifically address the standards-track work. This charter will define a new working group that will operate as an IETF working group. The charter will be submitted to be reviewed by the IESG using the process defined in [3] as well as going through the GF review process described above. This working group will operate as a short-term group, meeting at GF venues but reporting both through its GFSG point of contact and through the appropriate IETF Area Director.

Review of standards-track RFCs coming from GF Working Groups will be done using the IETF review process.

#### 7. SECURITY CONSIDERATIONS

Security issues are not discussed in this memo.

#### 8. REFERENCES

- [1] Bradner, S., "The Internet Standards Process - Revision 3", RFC 2026, October 1996.
- [2] Weinrib, A. and Postel, J., "IRTF Research Group Guidelines and Procedures", RFC 2014, October 1996.
- [3] Bradner, S., "IETF Working Group Guidelines and Procedures", RFC 2418, September 1998.
- [4] Postel, J. and Reynolds, J., "Instructions to RFC Authors", RFC 2223, October 1997.
- [5] Foster, I. and Kesselman, C. (Eds), "The Grid: Blueprint for a Future Computing Infrastructure," Morgan-Kaufmann, 1999.
- [6] Aiken, A., Strassner, J., Carpenter, B., Foster, I., Lynch, C., Mambretti, J., Moore, R., and Teitelbaum, B., "Network Policy and Services: A Report of a Workshop on Middleware," RFC 2768, Feb 2000.

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