**PWG Namespace Policy – 20 July 2020**

 **Status: PWG Approved**

 **Abstract**

**This PWG Policy defines conventions for file and directory names and file**

**system structure on the PWG Server as described in the PWG Process.**

**This version is available in the file:**

 **https://ftp.pwg.org/pub/pwg/general/process/pwg-namespace-policy.txt**

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**1. PWG Namespace Policy (Normative)**

**1.1 PWG Process Scope**

**The PWG Process defines:**

**1) Workgroup phases (Charter, Development, Maintenance);**

**2) Activities and types of PWG documents;**

**3) PWG document lifecycles, editorial rules, status levels, naming;**

**4) PWG document /publication directories.**

**1.2 PWG Namespace Policy Scope**

**This PWG Namespace Policy defines normative rules on PWG document names,**

**per the PWG Process mandate, including:**

 **1) Normative rules for PWG document filenames;**

 **2) Normative ABNF for PWG document filenames;**

 **3) Normative rules for PWG directory pathnames;**

 **4) Normative ABNF for PWG directory pathnames.**

**Note: This PWG Namespace Policy also includes informative examples of**

**PWG documents created by a hypothetical PWG workgroup 'ABC'.**

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**2. PWG Namespace Policy Rules (Normative)**

**This PWG Namespace Policy defines the following rules:**

 **1) A working draft revising a Standard or Candidate Standard MUST NOT**

 **include a standard number (e.g., '51xy.z') in its filename.**

 **2) The prefix 'wd' is ONLY used for a PWG Working Draft.**

 **3) The prefix 'white' is ONLY used for a PWG White Paper.**

 **4) The prefix 'faq' is ONLY used for a PWG Frequently Asked Questions.**

 **5) The prefix 'info' is ONLY used for** **an approved PWG Informational document.**

 **6) The prefix 'cs' is ONLY used for** **an approved PWG Candidate Standard.**

 **7) The prefix 'std' is ONLY used for an approved PWG Standard.**

 **8) The prefix 'bp****' is ONLY used for an approved PWG Best Practice.**

 **9) The prefix 'req' is ONLY used for an approved PWG Requirements.**

 **10) The prefix** **'err' (errata) is ONLY used for an approved minor update to**

 **PWG Process, PWG Intellectual Property Policy, etc. and MUST not be**

 **used to publish any workgroup document.**

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**3. PWG Namespace Policy ABNF (Normative)**

**This PWG Namespace Policy defines the following ABNF productions:**

**3.1 PWG Filename High-Level ABNF Productions**

**; See RFC 5234 for base ABNF types (e.g., 'digit')**

**pwg = white / draft / charter / info / std / errata / slides**

**white = whitepfx "-" 1\*(lowalpha / digit / "-") "-" date "." ext**

**draft = draftpfx "-" wgdoc [version] "-" [infix] date [rev] "." ext**

**charter = charterpfx "-" wg "-" "charter" "-" date "." ext**

**info = infodoc / bpreqdoc**

**infodoc = infopfx** **"-" wgdoc version "-" date "." ext**

**bpreqdoc = bpreqpfx "-" wgdoc version "-" date "-" infonum "." ext**

**std = stdpfx "-" wgdoc version "-" date "-" stdnum "." ext**

**errata = erratapfx "-" wgdoc version "-" date "-" stdnum "." ext**

**slides = 1\*(lowalpha / digit / "-") "-" date "." ext**

**lowdigit = "0" / "1" / "2" / "3" / "4" / "5" / "6" / "7" / "8"**

**3.2 PWG Well-Known Process Pathnames**

**;** **'/pub/pwg/general/process' - PWG Process/Policy**

**; '/pub/pwg/general/wd' - PWG Process/Policy Working Draft**

**; '/pub/pwg/general/logos' - PWG Logos**

**; '/pub/pwg/general/Plenary' - PWG Plenary slides**

**; '/pub/pwg/general/minutes' - PWG Plenary minutes**

**; '/pub/pwg/general/presentations' - PWG F2F presentations**

**; '/pub/pwg/general/sc' - PWG Steering Committee minutes**

**; '/pub/pwg/general/template' - PWG Document templates**

**; '/pub/pwg/BOFs/[bof]' - PWG Birds of a Feather documents/minutes**

**3.3 PWG White Paper Documents**

**3.3.1 PWG White Paper Pathnames**

**; ‘/pub/pwg/[wg]'**

**; ‘/pub/pwg/BOFs/[bof]'**

**3.3.2 PWG White Paper Prefixes**

**whitepfx = "white" / ; White Paper**

 **"faq" ; Frequently Asked Questions**

**3.4 PWG Working Draft Documents**

**3.4.1 PWG Working Draft Pathname**

**; ‘/pub/pwg/[wg]'**

**3.4.3 PWG Working Draft Prefixes**

**draftpfx = "wd" / ; Working Draft**

 **"lcrc" ; Last Call Review Comments**

**3.5 PWG Workgroup Charter Documents**

**3.5.1 PWG Workgroup Charter Pathname**

**; '/pub/pwg/[wg]'**

**3.5.2 PWG Workgroup Charter Prefix**

**charterpfx = "ch" ; Charter of workgroup**

**3.6 PWG Informational Documents**

**3.6.1** **PWG Informational Pathname**

**; ‘/pub/pwg/informational'**

**3.6.2 PWG Informational Without Number Prefixes**

**infopfx = "info" / ; Informational**

 **"faq" ; Frequently Asked Questions**

**3.6.3 PWG Informational Numbered Prefixes**

**bpreqpfx = "bp" / ; Best Practice**

 **"req" ; Requirements**

**3.7 PWG Standards-Track Documents**

**3.7.1 PWG Standards-Track Pathnames**

**; ‘/pub/pwg/standards'**

**; ‘/pub/pwg/candidates'**

**3.7.1 PWG Standards-Track Prefixes**

**stdpfx = "std" / ; Standard**

 **"cs" ; Candidate Standard**

**3.8 PWG Process Errata**

**3.8.1 PWG Process Errata Pathname**

**; Errata - ‘/pub/pwg/errata'**

**3.8.2 PWG Process Errata Prefix**

**erratapfx = "err" ; Errata of Process/IPR/Policy**

**3.9 PWG Filename Low-Level ABNF Productions**

**wgdoc = wg [doc] ; workgroup document**

**wg = 2\*(lowalpha) ; workgroup (in lowercase)**

**doc = 2\*(lowalpha) ; document (in lowercase)**

**version = [major minor] ; version of protocol/interface**

**major = 1\*digit ; major version**

**minor = 1digit ; minor version**

**infix = "charter-" / ; Charter** **of workgroup**

 **"errata-" ; Errata of Process/Policy**

**rev = "-rev" ; revision marked draft**

**date = year month day ; 8-digit date**

**year = 4digit**

**month = 2digit**

**day = 2digit**

**lownum = "51" lowdigit 1digit ; for PWG Standard**

**highnum = "51" "9" 1digit ; for PWG BP/REQ**

**stdnum =** **lownum** **"." 1\*digit ; IEEE/ISTO PWG Standard number**

**infonum = highnum "." 1\*digit ; IEEE/ISTO PWG BP/REQ number**

**ext = "doc" / ; MS Word Legacy (source)**

 **"docx" / ; MS Word XML (source)**

 **"gif" / ; GIF (image)**

 **"htm" / ; HTML (source)**

 **"html" / ; HTML (source)**

 **"jpg" / ; JPEG (image)**

 **"jpeg" / ; JPEG (image)**

 **"mib" / ; SNMP MIB (source)**

 **"pdf" / ; Adobe PDF (rich text)**

 **"png" / ; PNG (image)**

 **"ppt" / ; MS PowerPoint Legacy (slides)**

 **"pptx" / ; MS PowerPoint XML (slides)**

 **"txt" / ; UTF-8 Plaintext (source)**

 **"wsd" / ; WSDL Definitions (source)**

 **"wsdl" / ; WSDL Definitions (source)**

 **"xls" / ; MS Excel Legacy (spreadsheet)**

 **"xlsx" / ; MS Excel XML (spreadsheet)**

 **"xml" / ; XML Document (instance)**

 **"xsd" / ; XML Schema (source)**

 **1\*4lowalpha ; other 1-4 character extension**

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**4. PWG Namespace Policy Examples (Informative)**

**4.1 PWG Birds of a Feather (BOF) Document**

**4.1.1 PWG BOF Pathname and Filename**

**1) BOF for proposed ABC workgroup**

 **- /pub/pwg/BOFs/abc/white-abc-20040119.docx/pdf**

**4.2 PWG Workgroup Creation**

**4.2.1 PWG Workgroup Mailing List**

**1) Proposed ABC workgroup assigned new acronym by PWG SC, for example:**

 **- 'abc' workgroup 'abc@pwg.org' mailing list is created**

**4.2.2 PWG Workgroup Directories**

**1) Proposed ABC WG directories are created, for example:**

 **- /pub/pwg/abc - workgroup root directory**

 **- /pub/pwg/abc/charter - workgroup approved charters**

 **- /pub/pwg/abc/wd - workgroup working drafts**

 **- /pub/pwg/abc/white - workgroup informal documents**

 **- /pub/pwg/abc/schemas - XML schemas, WSDL, etc.**

 **- /pub/pwg/abc/minutes - workgroup minutes**

 **- /pub/pwg/abc/presentations - workgroup presentations**

 **- /pub/pwg/abc/slides - workgroup presentations**

**4.3 PWG Workgroup Charter Document**

**ABC WG charter is created, for example:**

**1) Initial draft of ABC WG charter**

 **- /pub/pwg/abc/wd/wd-abc-charter-20040304.docx/pdf**

**2) Stable draft of ABC WG charter for Formal Approval**

 **- /pub/pwg/abc/wd/wd-abc-charter-20040320.docx/pdf**

**3) "PWG ABC Workgroup Charter" (approved charter)**

 **- /pub/pwg/abc/charter/ch-abc-charter-20040413.docx/pdf**

**4.4 PWG Workgroup Standards-Track Document**

**ABC WG standards-track document is created, for example:**

**1) Initial draft of ABC XYZ protocol**

 **- /pub/pwg/abc/wd/wd-abcxyz10-20041212.docx/pdf**

**2) Prototype draft of ABC XYZ protocol (working draft)**

 **- /pub/pwg/abc/wd/wd-abcxyz10-20050204.docx/pdf**

**3) Stable draft of ABC XYZ protocol for WG Last Call**

 **- /pub/pwg/abc/wd/wd-abcxyz10-20050306.docx/pdf**

**4) Stable draft of ABC XYZ protocol for PWG Last Call**

 **- /pub/pwg/abc/wd/wd-abcxyz10-20050404.docx/pdf**

**5) ABC XYZ Last Call Review Comments issues and resolutions**

 **- /pub/pwg/abc/wd/lcrc-abcxyz10-20050503.docx/pdf**

**6) Stable draft of ABC XYZ protocol for Formal Approval**

 **- /pub/pwg/abc/wd/wd-abcxyz10-20050522.docx/pdf**

**7) "PWG ABC XYZ Protocol/1.0" (Candidate Standard)**

 **- /pub/pwg/candidates/cs-abcxyz10-20050715-5109.1.docx/pdf**

**4.5 PWG Workgroup FAQ Document**

**ABC WG FAQ is created, for example:**

**1) Initial draft of FAQ about ABC XYZ protocol**

 **- /pub/pwg/abc/white/faq-abcxyz-20060220.docx/pdf**

**2) Stable draft of FAQ about ABC XYZ protocol**

 **- /pub/pwg/abc/white/faq-abcxyz-20060310.docx/pdf**

**3) ABC WG approved FAQ about ABC XYZ protocol**

 **- /pub/pwg/informational/faq-abcxyz-20060310.docx/pdf**

**4.6 PWG** **Standards-Track Minor Version Document**

**ABC WG standards-track minor version is created, for example:**

**1) Initial draft of ABC XYZ protocol** **minor version**

 **- /pub/pwg/abc/wd/wd-abcxyz11-20060310.docx/pdf**

**2) Stable draft of ABC XYZ protocol minor version for WG Last Call**

 **- /pub/pwg/abc/wd/wd-abcxyz11-20060812.docx/pdf**

**3) ABC XYZ Last Call Review Comments issues and resolutions**

 **- /pub/pwg/abc/wd/lcrc-abcxyz11-20060912.docx/pdf**

**4) Stable draft of ABC XYZ protocol minor version for Call for Objections**

 **- /pub/pwg/abc/wd/wd-abcxyz11-20060930.docx/pdf**

**5) "PWG ABC XYZ Protocol/1.1" minor version (Candidate Standard)**

 **- /pub/pwg/candidates/cs-abcxyz11-20061123-5109.1.docx/pdf**

**4.7 PWG Workgroup White Paper Document**

**1) Initial draft of White Paper for ABC PIN feature**

 **- /pub/pwg/abc/white/white-abcpin10-20061203.docx/pdf**

**2)** **Interim draft of White Paper for ABC PIN feature**

 **- /pub/pwg/abc/white/white-abcpin10-20061222.docx/pdf**

**3) Stable draft of White Paper for ABC PIN feature**

 **- /pub/pwg/abc/white/white-abcpin10-20061230.docx/pdf**

**4.8 PWG Standards-Track Major Version Document**

**1) Initial draft of ABC XYZ protocol major version**

 **- /pub/pwg/abc/wd/wd-abcxyz20-20080424.docx/pdf**

**2) Interim draft of ABC XYZ protocol** **major version**

 **- /pub/pwg/abc/wd/wd-abcxyz20-20080707.docx/pdf**

**3) Prototype draft of ABC XYZ protocol major version**

 **- /pub/pwg/abc/wd/wd-abcxyz20-20080812.docx/pdf**

**4) Stable draft of ABC XYZ protocol major version for PWG Last Call**

 **- /pub/pwg/abc/wd/wd-abcxyz20-20080925.docx/pdf**

**5) ABC XYZ Last Call Review Comments issues and resolutions**

 **- /pub/pwg/abc/wd/lcrc-abcxyz20-20081010.docx/pdf**

**6) Stable draft of ABC XYZ protocol major version for Formal Approval**

 **- /pub/pwg/abc/wd/wd-abcxyz20-20081108.docx/pdf**

**7) "PWG ABC XYZ Protocol/2.0" major version (Candidate Standard)**

 **- /pub/pwg/candidates/cs-abcxyz20-20081218-5109.1.docx/pdf**

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