AAF Technical Committee
Change Process

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Types of Changes

There are two ways the Standard can change: (i) new functionality can be added, and (ii) existing functionality can be changed.

Deliverables

Any change to the standard requires the following deliverables:

Technical Specification: Defines technical details of the change with respect to the standard. For expediency, changes to existing functionality should be specified as list of changes to the adopted Standard (versus an updated version of the full specification).

Reference Implementation: An implementation that contains the change.

Test Suites: How you test an implementation to see if it is compliant with this change.

Sample Files: Files created with the Reference Implementation to help in the development and compliance verification of the change.

Intellectual Property Disclosures: Disclosure of essential IP contributions contained in the change that are actually and personally known to the contributor, and stated commitment to licensing such IP in accordance with the AAF IP policy.

Phases

The Change Process consists of three phases:

Proposal Phase: Changes to the Standard require a formal proposal to be submitted to the Technical Committee (TC) for approval. For information on the membership of the TC see Sections 2.4, 2.5, 2.6 and 5.5 of the "BY-LAWS OF AAF ASSOCIATION, INC". Proposals must be sponsored by at least one Principal Member. Proposals must include an abstract, a justification, list of authors, a timeline and an IP declaration. The

authors listed must be willing and able to commit to seeing the proposal through all phases of the Change Process. After a two week review period by the TC, a vote will be taken to determine whether the proposal should be developed into a Recommended Change. With the consent of a simple majority, the proposal moves on to the "Editing and Review Phase".

Editing and Review Phase: The deliverables described above are developed by the authors and delivered to the full TC for a one month review and comment period. Comments are incorporated by the authors and the process repeats until a majority of the TC members actively participating in the review of the deliverables agree that the deliverables are stable enough to submit for approval by the full TC. Once stability has been achieved the deliverables move to the "Approval Phase".

Approval Phase: Deliverables are submitted to the full TC for an approval vote. Deliverables are approved according to the rules specified in Sections 3.6 and 3.8 of "BY-LAWS OF AAF ASSOCIATION, INC". If the deliverables fail to achieve approval they are sent back to the "Editing and Review Phase" for at least one update cycle (review, comment, update) prior to another approval vote. Once the TC has approved the deliverables they become a Recommended Change.   Once approved, the authors must update the Standard specification to reflect the Recommend Change.   The updated Standard specification is then submitted to the AAF Board for adoption by the AAF Association. For information on the procedure for AAF Board adoption of the updated specification see Sections 2.8 and 4.12(b) of the "BY-LAWS OF AAF ASSOCIATION, INC".

If the deliverables fail to achieve approval within 18 months of the initial proposal approval a new proposal must be made to the TC before work on the deliverables may continue. If the re-proposal is approved then work on the deliverables resumes in the "Editing and Review Phase".