

**Title:** AdsML™ Process Working Group Charter  
**Document name:** AdsML-Pr-WG-Charter-v.1.0.doc  
**This version number:** 1.0

**Version history:**  
 2003-04-03 Version 1.0 published

**Status:** Approved

**Audience:** Members of the AdsML Consortium and interested parties

**Owner:** AdsML Process Working Group ([process.wg@adsml.org](mailto:process.wg@adsml.org))

**Abstract**

This document is the Charter for the AdsML Process Working Group, completed in accordance with AdsML Process Document.

<p><b>Name of Working Group:</b>                  AdsML Process Working Group</p>								
<p><b>Chair of Working Group:</b>                  Mark Stone (RivCom)</p>								
<p><b>Vice-Chair of Working Group:</b>                  David Jones (Vio Worldwide)</p>								
<p><b>Participants (and roles, if appropriate):</b>                  John Iobst (NAA)                  Christian Ratenburg (CCI Europe)</p>								
<p><b>Mission:</b>                  The Mission of the Process Working Group is to develop and maintain the AdsML Charter and Process Document; to define and maintain the rules, processes and procedures that the Consortium follows; and to ensure, on behalf of the Consortium, that these rules, processes and procedures are followed.</p>								
<p><b>Scope:</b>                  The Process Working Group defines and maintains the AdsML Charter, Process Document, processes and procedures that govern the actions of the Consortium.</p> <p>The Process Working Group works with the other bodies of the Consortium to ensure that they follow due process in their activities. These other bodies may request changes to the Process Document and Charter based on their experience. For this reason, it is recommended that the Process Working Group has representation on the other Working Groups.</p> <p>The Process Working Group is responsible for resolving any disputes that cannot be resolved by the Chair of a Working Group. If the Process Working Group is unable to resolve a dispute satisfactorily, then the dispute is referred to the Steering Committee.</p> <p>The Process Working Group reports to the Consortium and to the Steering Committee. Any appeal against the actions or decisions of the Process Working Group should be made to the Steering Committee.</p>								
<p><b>Deliverables:</b>                  The AdsML Charter                  The AdsML Process Document (including the AdsML Specifications Approval Process)</p>								
<p><b>Milestones (with dates for completion):</b></p> <table> <tr> <td>Publication of first Working Draft of Charter and Process Document</td> <td>07 Feb 2003</td> </tr> <tr> <td>Publication of Last Call Working Draft of Charter and Process Document</td> <td>19 Feb 2003</td> </tr> <tr> <td>Publication of Proposed Charter and Process Document</td> <td>14 Mar 2003</td> </tr> <tr> <td>Approval of Charter and Process Document</td> <td>28 Mar 2003</td> </tr> </table>	Publication of first Working Draft of Charter and Process Document	07 Feb 2003	Publication of Last Call Working Draft of Charter and Process Document	19 Feb 2003	Publication of Proposed Charter and Process Document	14 Mar 2003	Approval of Charter and Process Document	28 Mar 2003
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<b>Related standards and guidelines:</b> n/a
<b>Dependencies (if any):</b> none
<b>Lifecycle:</b> The Process Working Group is expected to exist for the duration of the AdsML initiative, given its responsibility for ensuring that due process is carried out in all the activities of the organisation.  It is the responsibility of the Process Working Group to ensure that the Charter and Process Document are maintained and updated as appropriate.
<b>Meeting schedule:</b> The Process Working Group will meet, in person or remotely, at least four times a year.