OpenChain Steering Committee Meeting 10-29-2019 minutes:

Roll Call:

- Shane Coughlan
- Oliver Fendt (Siemens)
- Sami Atabani (Arm)
- Max Sills (Google)
- Samantha Elliott (Cisco)
- Shinsuke Kato (Panasonic)
- Nobuo Imada (Hitachi)
- Hiro Fukuchi (Sony)
- Masato Endo (Toyota)
- Dave Marr (Qualcomm)
- Marcel Kurzmann (Bosch)
- Matt Kuilpers (Uber)
- David Rudin (Microsoft)
- Miriam Ballhausen (Bird & Bird)
- Alexios Zavras (Intel)
- Andrew Katz (Moorcrofts)

ISO Standardization – Fast Track via PAS
- The version of the ISO Standard is identical to OpenChain 2.0 with a few editorial notes.
- OpenChain has a professional ISO editor, who is taking OpenChain 2.0. He has changed the format, but not the content of the specification to match what is expected in ISO with the PAS submission.
- The PAS submission is publicly available specification. This is when there is a preexisting industry standard that does not need to be created. It is simply adopted by ISO.
- Going through the PAS submission process, we are going through a PAS submitter. In our case this is JTC1 (Joint Technical Committee 1).
- October 31$^{st}$ is the freeze on the ISO Specification. This is when we lock down edits.
- We expect to be submitted in December 2019, might even be sooner.
- The sooner the Linux Foundation (Joint Development Foundation) is confirmed as a PAS Submitter, the sooner we will become an ISO Standard.
- We expect to be an ISO Standard 1H 2020, all going well even 1Q 2020.
- A Governing Board Sub-Committee was convened to review and provide feedback on the OpenChain ISO Specification:

  1. We want to translate OpenChain 2.0 into an ISO format without changing any of the requirements contained in the Specification. We want to make sure anybody who is OpenChain 2.0 conformant will be conformant to our ISO Standard.
  2. One change was provided by the OpenChain Community. It was noted that the terms "Program Participants" and "Software Staff" were used interchangeable. The work team suggested that we use "Program Participant"

throughout to harmonize. This causes no change in the requirements, it only increases clarity.

3. The Sub-Committee has noticed that our ISO draft prepared by our ISO editor had one inclusion. The Iso editor added a section for Normative Reference, under this he made reference to SPDX. The Governing board suggests that this is struck from the ISO Specification, because it is not in OpenChain 2.0. We want to avoid any confusion or any concern that we are adding something new to the Specification. Striking that does not change the Specifications meaning.

4. The Sub-Committee and our Work Teams noted other items for potential improvement. All of these have been recorded for future versions of the OpenChain Specification. This might mean that we wait up to 5 years to include those improvements in a future version of the Spec, but this is not regarded as a problem.

- The vote proposed today to the Steering Committee is to proceed with the ISO draft of the Specification with no changes beyond harmonizing "Program Participants" and striking the addition of the Normative Reference note.

Comments or concerns:
- How will the striking of the Normative Reference effect the Specification becoming an ISO Standard?
  It will not. The reason it was put into the Specification was conceptionally to increase clarity.
  The version of the Spec today will go into ISO and be our ISO Standard. We can revise it whenever we want.
  We have a list of items that are potential good ideas to change the Specification, these we will put forward to the first iteration of the ISO Standard.
- As soon as we are an ISO Standard we will talk about the next version of the Specification (2H 2020)
- Will the iteration become less frequent over time?
  Yes, we expect to have one or two years of information collecting from ISO deployment.
- Once we submitted the Spec to ISO, does ISO reedit the Spec?
  Normal case, yes. But since we are going through a bureaucratic process to codify us as a formal Standard, we will not be up for editing in the ISO process.

Shane Coughlan asks to vote to take the Specification as it is to ISO Standard
All in favor.

Dave Marr closed the meeting based on Max Sills motions to close and Alexios Zavras second of the motion.
Dave Marr asked everybody who supports the motion to indicate by saying yay and those who do not to identify their stance with a nay. There were no nays and no abstains. The motion is passed. The meeting was duly closed.