



**OVI TCC RULES,
GUIDELINES,
AND
PROCEDURES**

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-1- BACKGROUND: OVI STRUCTURE

OVI is composed of three hierarchies. These are:

- 1) OVI Board of Directors: These are members of OVI with corporate membership. They are elected annually by OVI members. The Technical Coordinating Chair, TCC, sets with the OVI board representing all OVI technical committees. The OVI board of directors provides guidance, approval of standards, approval of new committees, press contacts, marketing, coordination with technical conferences and university relations.
- 2) Technical Coordinating Committees (TCC): This committee is composed of the chairs and co-chairs of all technical steering committees (TSC). The TCC Chairman is elected by the OVI Board Of directors. This committee provides continual improvement on standardization process. It also ensures that standardization activities are harmonized between all TSC's.
- 3) Technical Steering committee (TSC): Each TSC is responsible for developing standards based on high level requirements of the OVI board as well as the TCC. TSC is also referred to as Working Group (WG).

-2- INTRODUCTION

OVI provides fast, simple and efficient process to start, develop and quick adoptions of standards. The goal is to establish working standards through a quick process that is simple and fair. Therefore, both the process and rules are created over time to make the developed and establishment of standards very easy. OVI also try to speed up the adoption rate of such standards and make it globally acceptable.

All established OVI standards are eventually planned for IEEE standardization to speed worldwide acceptance of such standards. Specification format, strwaman donation and any other ownership documents follow or exceed IEEE rules and guidelines.

Feedback and comments are always welcome. OVI TCC and OVI Board will consider all comments and adjust these guidelines, rules and process to allow fair and simple flow.

Definition: TCC is Technical Coordinating Committee is made up of Chairs and co-chairs of existing OVI technical committees. The TCC Chairman is elected by the OVI board to be spokesman for all technical committees and the voice of OVI board to such committees.

-3- COMMITTEE FORMATION AND OPERATION

TCC Chairman with OVI board approval is empowered to establish new committees. Chairman and co-chairman of the new committee are selected by the TCC Chairman.

Overall general direction of the technical activities of each committee is established and agreed upon with the TCC chairman, chair and co-chair help. Details of technical activities are the responsibility of each committee. OVI board will approve the technical direction and can suggest changes based on their members feedback.

Each new committee will establish the following:

- 1) A roadmap will be done be each committee. It will contain high level technical contents for each version of the standard with milestones and projected dates for release to the OVI board.
- 2) Mission Statement and Goals.
- 3) Committee members list that should include name, telephone number, email and their company/institution affiliation.



- 4) Meetings minutes should be generated for each meeting. Approval of contents of each minute must be voted on at subsequent meeting. These minutes should include attendance of members or respective alternate. Attendance is important to qualify for the voting process.
- 5) Committee can structure itself to include subcommittees. Each subcommittee will elect a leader to address one or more specific issues on behalf of the entire committee. A subcommittee can be responsible to develop part of the standard. All process, rules and guidelines apply equally to each subcommittee. Activities can be reviewed and approved by the core committee.
- 6) Each committee / subcommittee will be responsible for:
 - a) A web page on www.eda.org. The chair and co-chair will have write access to the page and its content.
 - b) All information generated by the committee and each subcommittee will be put on the web page (such as roadmap, minutes, drafts, proposals, member list, future meeting dates and time, etc.).
 - c) An email list is kept on the eda.org with capability to subscribe. The email list is under the control of the chair and co-chair.
- 7) The members are responsible for generating the draft standard using IEEE format. Template will be provided. Final technical edits will be done through professional writers whom OVI will sponsor.
- 8) It is recommended that a DOD (Design Objectives Document) to be generated prior to start working on the standards. It can be used as a guideline to monitor the draft during the development. An issue list will be generated to track items that will not be addressed for a certain version of the standard.
- 9) The chair's and/or co-chair's company should sponsor telephone teleconference. Each committee or subcommittee will meet once or more during each month using teleconferencing capability. Face to face meeting is encouraged and will be required once per quarter. One of the members' companies should host such meeting. It is recommended that face to face meeting occurring during or around major conferences.
- 10) As an acknowledgement for member participation, all members involved in the standardization activities with their company name is printed on the standard document under a special section. The chair and co-chair with the help from the TCC chair, will determine this list.
- 11) The committee will try to involve appropriate university professors and research organization, to ensure their early participation. The hope is that these professors will influence and teach this standard in the classroom. They can provide help in the area of formal semantic and can ensure closer reliance on theory mixed with practice. They can also help in areas of compliance as well as maintain university relationship. OVI is a strong supporter of university relationship.
- 12) Meeting frequency: It is suggested that bimonthly teleconference calls be established on a regular basis. The duration can be one to two hours. Email discussions, should be encouraged on a regular basis, and allow meetings to establish consensus and voting on major issues. Face to face, meetings are also encouraged at least on a quarterly basis around major EDA events. This allows international participants to join in all of those meetings.



Definition: Core Committee is composed of committee members who have actively participated, at minimum, in the last 75% of the previous meetings.

-4- STANDARDIZATION PROCESS

It is strongly recommended to base the draft standard on strwaman of existing and proven technology. The strwaman should be donated to OVI with no conditions. An OVI, strwaman donation letter should be signed by the donating company, before the committee start working on the draft. A copy can be obtained from TCC or the OVI office. The normal OVI operating policy is to only consider strwaman donations that are open to the public, with full ownership of the derived standard by OVI. It is not permitted for any member to file patent of work that is done by the committee. ALL IP generation during the process of standardization belong to OVI and therefore. All parties who implement and use the standard have full access to it. Any deviation to the OVI normal process will require OVI board approval. It is expected that the Technical committee addresses and vote on this deviation prior to the Board approval or denial.

The core committee will review the donation and judge it based on DOD or any other additional guidelines. The core committee will use the voting process to accept the donation as the basis for the draft. In the case of multiple donations, the core committee will give each donation its due process and select parts or all donations with the Advice from TCC and OVI board. The less restrictive donation with respect to openness and public ownership will be given the higher approval. Any political issue will be only addressed by OVI board.

Once the strwaman is approved by the technical committee, then draft standardization can start. The draft should be updated on a regular basis using the OVI voting process. All inputs by committee members shall be considered. Selection for inclusion or exclusion will use the core membership voting process. A reference to DOD will also be advisable.

Schedule and milestones should be updated based on the progress of the draft. Each draft will have a version number and a date to keep track of all activities. It is recommended that an archive of all versions should be kept. When the draft is ready for clean up, then professional writer is hired by OVI to do technical edits. The final draft must go through the core committee voting process with no corrections. This final draft is delivered to the TCC for distribution to OVI members and the OVI for final approval.

The TCC chair will distribute the final draft among TCC members and OVI board members. The review period for all is one calendar month. During that time, it is expected that the technical committee be allowed to do cosmetic changes on the final draft. Examples of cosmetic changes are: clean up mistakes, adds words or paragraphs to make the document readable and easier to understand or implement, add examples, etc.). No technical changes will be allowed, unless the committee wants to re-start the approval cycle. New final draft version(s) should be available on the web for TCC or OVI board to download. Bar changes should be included to compare with the first version of the final draft.

The TCC members and OVI board members can provide specific feedback for the technical committee to consider. The normal policy is that the committee is open to public participation, so individuals are encouraged to participate directly during the standardization effort. The TCC approval and OVI board approval is expected to be in line with the voting process of the technical committee. It provides a stamp of approval. The OVI board will ensure that a proper and fair process has followed. All issues should have been addressed before or during the draft standardization effort. The technical content is the responsibility of the TCC chair and the respective technical committee. The Recommendation of TCC chair show speaks on behalf of the TCC and technical committee will



be respected. Both the TCC chair and OVI board will resolve all issues prior to OVI board approval cycle.

Once the OVI board approves the final draft standard, then it will become an official OVI standard. One paper copy of the standard with the appropriate version number and date of approval is delivered to each committee member. OVI will issue a press release to promote the standard and to endorse quick adoption of the standard. Normal copies will be sold through the OVI office.

-5- PILOT ACTIVITIES AND TRAINING

The TCC recommends a process for each committee to promote the standard and encourage wide adoption. The process include:

1. Establish a pilot program for demonstration at large conferences such as DAC. The demonstration could be sponsored by users and EDA vendors to show one or more tool operating using the standard. Example of such pilot activity is having many tools in a design flow using the new design constraint language. EDA vendors can modify versions of their tool to process such standard.
1. The technical committee should assign one or two persons to create training material on the new standard. They can conduct training on the new standard at major conferences. TCC chair will help to arrange for training at these conferences.
2. Compliance models or guidelines can be generated and posted on the WEB.
3. Each committee should encourage participation from around the world and possibly present activities and progress at conferences outside the United States.
4. Papers in regular technical journals, magazines and conference are encouraged to help explain and promote the standard. Birds of feather sessions at major conferences allow interactions with users and EDA vendors to discuss the standard in details.

-6- PARTICIPATION AND VOTING PROCESS

Every OVI committee is open to public participation by individuals representing themselves, a company, university, institution, or another standard organization. The basic goal is to ensure positive participation by interested parties. TCC and OVI board encourages joint activities and cooperation with other standard organization to accelerate standard development and gain wide acceptance in the industry.

Any committee member can participate in the development of the standard and can influence the technical content. It should be done through normal channel via chair and co-chair agenda and proper scheduling. Meeting agenda are pre-arranged through the chair. Proposals must be in written format to allow proper review. Proposals should be presented to allow normal discussions. Acceptance or rejection of each proposal should be done through a simple majority of the core committee.

Conflicting inputs/proposals should be discussed within allotted time. Consensus on major items is recommended but not required. The primary goal is to allow adequate time for discussions and to go through the voting process by the core committee. Critical issues can be elevated to TCC and to the OVI board. The TCC chair and the OVI board will determine a course of action. The committee will abide with the final decision of the board.



Core committee members voting is done with a simple majority. Each core committee member declares through open voting, the approval or rejection of the item to be voted on. The percentage should be recorded in the minutes. In case of an impasse, the TCC chair can be the decided vote. On critical issues declared by the TCC chair, only OVI members with 75% attendance record can vote. Members from other standard organization in joint activities can also join the OVI members in these critical issues. All critical issues will be declared in advance and sufficient time is allowed for discussions.

-7- JOINT STANDARD ACTIVITIES

Joint activities with other standard organizations or industry association groups are allowed to encourage acceleration of standards and minimize duplication. Members of other standard organization will have equal voting capabilities as OVI members in relation to the standard development. Prior arrangement on ownership of the standard, and continuation of standard support will be given to OVI. In order to maintain order and priorities, all rules do apply to other standard organization. Standardization process of going through the OVI board and TCC standard cycle is sufficient. Other standard organization can go through their own standard process, as long as they do not delay the standardization activities.