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1. Scope

- This document defines:
 - the governance procedures for DIACC Working Groups, including Expert Committees, Design Teams, and Special Interest Groups; and
 - the procedure and policies that guide the development of informative and normative deliverables.
- This document includes the rules for developing and maintaining the Pan-Canadian Trust Framework (PCTF) normative documents, which include the conformance criteria under which the service providers are certified, and informative documents.
- This document does not define the:
 - certification policies and methodology service providers must follow to demonstrate conformity to the PCTF, which the DIACC Certification Program document suite specifies; and
 - procedures applicable to the Board of Directors, controlled by the Corporation's by-laws and additional governance policies and procedures approved by the Board.

2. Definitions

- **"Board"** means the Corporation's Board of Directors.
- **"Call for Comments"** means (at least) a 30-calendar-day review period during which Members of the Corporation and the public may submit comments for consideration.
- **"Call for Consensus"** means the primary process outlined in Section 3.7 by which an Expert Committee (EC) seeks to reach a decision.
- **"Certification Program Management Office"** is composed of the Certification Program Manager, President, and may involve an assigned Program Manager (PM) for the Trust Framework Expert Committee.
- **"Chairperson," "Chair," "Co-Chair," or "Vice-Chair"** means the elected leader of an EC. Collectively, they may also be referred to as *"Officer(s)."*
- **"Charter"** shall mean the documentation required to specify and form an EC or SIG.
- **"Contributions"** means the software code, documentation, or any other original work of authorship, including any modifications or additions to an existing work, that is intentionally submitted to DIACC for inclusion in, or documentation of, any of the products owned or managed by DIACC (the work Deliverables). For this definition, "submitted" means any form of electronic, verbal, or written communication sent to DIACC or its representatives at any time, including but not limited to submissions to GitHub, as well as communications on electronic mailing lists, source control systems, and issue tracking systems that are managed by, or on behalf of, DIACC to discuss and improve the Deliverable, but excluding communication that is conspicuously marked or otherwise designated in writing by the Participant as "Not a Contribution."
- **"Corporation"** means the not-for-profit corporation of the Digital ID & Authentication Council of Canada (DIACC).

- **“Deliverables”** means the Corporation's collective work output, including proof of concepts, research, specifications, reports, images, audio, videos, and papers.
- **“Design Teams”** typically include Observers, Participants, and non-member Invited Experts whose purpose is quickly iterating on a specific topic or task, returning it to the full EC for review and resolution.
- **“Director”** means a member of the Board.
- **“Discussion Drafts”** means the early findings of an EC that have not been approved by an EC and have been developed for sharing and feedback purposes.
- **“Disposition of Comments”** refers to the process of reviewing, evaluating, and making decisions about a set of comments or feedback received during review periods.
- **“Draft Recommendations”** means the findings approved by an EC of the Corporation.
- **“Expert Committee”** or **“EC”** means a Corporation committee based on an EC Charter formed to address a scope of work and associated Deliverables.
- **“Executive Team”** means the DIACC President and Board Officers.
- **“Final Recommendations”** apply to Deliverables, including components or profiles of the PCTF, that are normative and intended for certification purposes, which are developed and approved primarily by the Trust Framework Expert Committee (TFEC) of the Corporation and have been ratified by a Sustaining Member Ballot.
- **“In-Good-Standing”** or **“IGS”** means a member has fulfilled the membership requirements.
- **“Invited Expert”** means a non-Member individual who participates in a meeting or initiative with the approval of the Executive Team, Board, and EC Officers.
- **“Lead”** means a person who provides guidance, instruction, and direction to a group to achieve its goals.
- **“Members”** means an entity that has completed the application forms and executed the required membership and Contributors Agreements, satisfied the objective membership criteria for the Corporation and paid the appropriate membership fee as established by the Board and in accordance with the Corporation's by-laws.
- **“Observer”** means a representative of an EC that does not Regularly Attend Meetings, count towards Quorum, and does not have voting privileges enabled.
- **“Ordinary Resolution”** means a resolution passed where i) a Quorum is present and ii) more than 50% of the ballot Participants vote in favour of such Ordinary Resolution.
- **“Papers”** are informative documents that share learnings and insights.
- **“Participant”** means a representative who Regularly Attends Meetings of an EC, counts towards Quorum and has voting privileges enabled.
- **“President”** means the President of the DIACC who serves as an executive officer of the Corporation.
- **“Program Management Office”** or **“PMO”** means the DIACC support person(s) responsible for supporting program and project aspects of Working Groups and Deliverables.
- **“Quorum”** means that at least 50% of the EC Participants are in attendance.
- **“Regularly Attend(s) Meetings”** means that the representative has indicated their desire to be a Participant and has attended at least three (3) of the last three (3) consecutive meetings of an EC.
- **“Secretary”** means the person responsible for supporting the work of an EC,

including meeting minute-taking and issue tracking. The PMO may fulfill this role.

- **“SIG Participant”** means a representative who regularly attends Special Interest Group (SIG) meetings.
- **“Special Interest Group”** or **“SIG”** means a Corporation group formed based on a SIG Charter to discuss specific issues.
- **“Special Resolution”** means a resolution passed where i) a Quorum is present and ii) not less than 66% or 2/3rds of ballot Participants vote in favour of such Special Resolution.
- **“Steering Council”** or **“SC”** means a Corporation non-authoritative council formed based on an SC Charter to address a scope of work and associated Deliverables.
- **“Sustaining Members”** means an entity that has completed the application forms and executed the required membership and Contributor Agreement, satisfied the objective Sustaining Member class membership criteria for the Corporation and paid the appropriate membership fee as established by the Board and in accordance with the Corporation's by-laws.
- **“Sustaining Member Ballot”** means an in-person or electronic ballot of Sustaining Members.
- **“Technical Writers Office”** means PMO technical resources and subject matter experts that may be called on to support Design Teams' drafting efforts.
- **“Working Groups”** is a collective term for ECs, Sub-Committees, Design Teams, SIGs, and all ad-hoc committees of the Corporation that develop Deliverables in accordance with the Corporation's policies, rules, and procedures.

3. Expert Committees

- ECs are working groups of eligible Corporation Sustaining Members with operational experience and expertise in a particular subject matter.
- ECs may provide insights and reviews to assist the Corporation in forming a position.
- ECs are chartered by approval of Board Ordinary Resolution.
- ECs shall identify from their Participants one (1) or more authors to produce Deliverables and one (1) or more editors to edit and finalize Deliverables.
- EC Participation is contingent on a representative being an employee or representative designated on behalf of a Sustaining Member IGS.
- The Board may establish liaison agreements, as per the by-laws, that'll allow liaison participation in an EC.

3.1 Formation

- EC Charter proposals require the endorsement of three (3) or more Sustaining Members IGS.
- Sustaining Members must submit a proposed EC Charter to the Board for its review and approval by Ordinary Resolution.
- An EC Charter must include the following:
 - Committee Name
 - Initial Sustaining Members forming the committee

- Scope to be the subject of the EC
- Tasks to be carried out by the EC
- An estimate of the time frame for the EC (limited or ongoing)
- Additional information that the Board may request

3.2 Annual Charter Review

- ECs will perform a Charter review at the start of each calendar year to propose amendments and re-endorse their Charter.
- The EC Officer(s) will submit proposed adjustments to the Charter to the Board for ratification.

3.3 Officers

- An EC shall, at minimum, have a Chair and Vice-chair elected from its membership by an Ordinary Resolution of the EC Participants.
 - An EC may prefer to elect two (2) and up to three (3) Co-Chairs instead of the Chair and Vice-chair format.
- Officers and nominees Participants must represent Sustaining Members IGS.
 - Participants representing Sustaining Members not IGS may be required to forfeit any held Officer positions.
- An EC shall develop a list of Officer nominees. The PMO will confirm each nominee's willingness to serve if elected.
- The EC Officer nominees list is provided to the Board to review for diversity, mitigate potential conflicts, and balance stakeholder representation. The Board has the opportunity to raise concerns.
- EC Officers elections shall be conducted by secret ballot unless an EC waives the secret ballot requirement through a Call for Consensus with no objections.
- Changes in eligibility or capability to serve
 - There may be cases where Officers can no longer serve their positions within an EC. If the Officer(s) steps down from the position or if the Officer(s) are no longer affiliated with their original Sustaining Member organization, the remaining EC Officer(s), in consultation with the PMO, will conduct a call for nominations to fill the vacant position(s).
 - Depending on the time between the position vacancy and the election terms of the EC, the EC Officer(s) may opt to:
 - Establish the mid-term election to serve the remaining time of the term, with candidates automatically added to the slate for the next election or;
 - Reset the term to the date of the mid-term elections, with the current leadership running as an incumbent
 - If an Officer(s) is engaged in a known transition between one Sustaining Member IGS to another Sustaining Member IGS, and for which there may or may not be a period during which the Officer is not officially with any Member, the Officer(s) 'transfer' shall be allowed provided the following process is followed:
 - The Officer(s) must notify the EC program manager of the transition, including the name of the Member to

which they will be transitioning, their intent to continue serving as Chair/Co-Chair/Vice-Chair, and the dates by which they will cease and begin representing the Member organizations.

- The program manager shall share the information with the President, who shall communicate with the primary contact of the Member to which the Officer(s) will be transitioning to confirm their affirmation of the transition and support of the Officer(s) to continue in their role with the respective group or committee.
- The duties and responsibilities of an EC Chair, Co-Chair, or Vice-Chair include:
 - Serve as the EC representative to the Board;
 - Schedule and provide timely notice of EC meetings;
 - Chair EC meetings in an unbiased manner representing the will of the group;
 - Submit a monthly EC status report to the Board;
 - Appointing such persons as may be needed to expedite EC business (e.g., Secretary, author(s), editor(s));
 - Ensure DIACC Bylaws and other policies applicable to an EC are followed;
 - Assure fair and open participation in the EC; and
 - Seek consensus of the EC as the primary means of resolving issues.
- It is recommended that an EC Chair appoint a Secretary. When an EC does not appoint a Secretary, the Officer(s) must ensure that duties are carried out. The Secretary's duties may be carried out by the PMO.
 - The duties and responsibilities of the EC Secretary include:
 - meeting attendees with a record of whether a Quorum was reached;
 - issues for which consensus was reached at the meeting;
 - dissenting opinions raised regarding consensus issues;
 - a list of currently known unresolved issues; and
 - maintain an action item list that includes assignments and status.
- Terms
 - The term of an elected officer is one year.
 - One month before the end of the current term, the Corporation must call for nominations for an Officer and conduct a ballot of the EC Participants.
 - The same individual may serve as an EC Officer for two (2) or more consecutive terms without restriction.
 - The Board may initiate a re-confirmation ballot of an EC Officer at any time based on the written request of three (3) or more EC Member Participants. If the re-confirmation vote fails, the Board may conduct an election to select the new EC Officer.
- EC Confidence in an Officer
 - EC Participants shall have a means of voicing displeasure about the performance of an EC Officer. If a Participant believes that an Officer is not effectively performing their duties, that participant may email the DIACC President voicing such an opinion. This communication

will be treated as confidential, and the President will recommend actions that may include summarizing the details for Board consideration.

- These anonymous inputs shall not be guaranteed any reaction or response, although the Board may, at their sole discretion:
 - remove an Officer at any time by Ordinary Resolution;
 - initiate a reconfirmation ballot; and
 - conduct an election to select the new Officer.
- Several variables, including but not limited to the opinions of the EC Participants, may determine the course of the Board's action in this regard.

3.4 Participation

- EC participation is open to Sustaining Members IGS of the Corporation.
- EC participation may be open to Adopting Members of the Corporation under the explicit approval and terms set by the Board.

3.5 Contributions

- Oral, electronic and written Contributions to an EC shall be noted in an EC's meeting minutes and may be included in a Deliverable. The submitting Participant shall have a maximum of twenty (20) calendar days to withdraw its Contribution from minutes by communicating such withdrawal in writing to at least one EC Officer or the PMO.
- Approval of a final Deliverable shall not occur until such period has elapsed after the final Contribution to the Deliverable. Contributions to the EC are subject to the rules of the Corporation's Contributor Agreement.
- All Contributions are governed by the Corporation's controlling policies, including the Membership Agreement, Contributor Agreement and applicable IPR and Copyright policies defined by the Board.

3.6 Meetings

- EC meetings and agendas are announced to EC Participants via the EC mailing list.
- While most EC meetings will be via teleconference, in person meetings may be held. Virtual attendance at in person meetings is permitted.
- EC Participants are eligible to vote on EC issues and be counted towards the EC Quorum, with one (1) vote per Participant organization being recorded.
- EC Observers are not eligible to vote on EC issues and are not counted towards the EC Quorum.
- To help ensure the EC's ability to convene, an EC Participant who misses three (3) or more consecutive EC meetings in succession may be moved to Observer status at the discretion of the EC Chair.
- An EC Observer may move to Participant status by attending two (2) meetings in succession or advising the EC Chair of the desire to become a Participant.

3.7 Call for Consensus

- A Call for Consensus process begins with an EC discussion of a topic where an

EC's decision is sought in a meeting.

- The EC Chair may open a Call for Consensus following an EC discussion.
- If a participant or at least three observers voice objections to a consensus, the EC Officer(s) shall close the Call for Consensus and move the item back to an EC discussion to address the objections.
- Following the EC discussion concerning objections, the Officer(s) shall re-initiate the Call for Consensus.
- If no objections are raised, the EC decision is considered final.
- If the Call for Consensus cannot be achieved via the Call for Consensus process, the EC Officer(s) may call for an EC vote to reach a decision by Ordinary Resolution based on the Participants present.

3.8 Votes

- For votes taken at an EC meeting, the following rules shall apply:
 - A Quorum of Participants shall be present for a meeting called for a formal vote.
 - To the extent possible, the decision or issue under consideration shall be structured to make a clear “yes”/”no” choice. The exact text of the ballot shall be included verbatim in the meeting minutes.
 - Decisions shall be reached by a Call for Consensus unless provided for in the Corporation's authoritative policies.
 - When a decision fails to reach a Consensus, a vote shall be made by Ordinary Resolution.
 - The Officer(s) shall schedule sufficient time to discuss the decision or issue before the vote.
 - All Participants present shall have the opportunity to vote. Only one vote per organization shall be recorded.
 - A request for a roll-call vote requires a 1/5th majority of those voting.
 - If a vote is conducted via electronic ballot, at least 50% of those eligible to vote must participate to establish a Quorum.
 - The Chair will announce the vote results immediately upon its completion and record them in the meeting minutes.

3.9 Procedural Issues

- The EC Officer(s) shall resolve EC procedural issues. When an issue cannot be resolved within an EC, the Officer(s) or a Participant may escalate it to the Board.

3.10 Termination

- The Board can terminate an EC for the following reasons:
 - Incorrect Formation
 - The EC did not meet the requirements stated in these procedures.
 - The Board shall notify the EC mail list of the termination date.
 - The Board shall subsequently ratify the termination of the EC.
 - Becomes dormant
 - The EC has not held a meeting for three (3) months.
 - The EC has not reported activity to the Board for three (3) months.

- The Board shall notify the EC mail list of the termination date.
 - The Board shall subsequently ratify the termination of the EC.
- The EC Charter has expired
 - The Board shall notify the EC mail list of the termination date.
 - The Board shall subsequently ratify the termination of the EC.
- EC Special Resolution
 - The EC passes a Special Resolution to shut down the EC.
 - The Board shall subsequently ratify the termination of the EC.

3.11 Design Teams

- An EC may create one or more Design Teams to quickly iterate on a specific topic or task and return input to the entire EC for review. This allows the EC to support concurrent work on the various topics that require action.
- The Design Team duration should be short and ideally last for up to one calendar year.
- Design Teams should be small and self-organizing. They should include subject matter experts in that specific space and conduct their work by consensus.
- Design Teams will include a Design Team Lead, typically a volunteer supported by team Participants. The teams will also (ideally) include an expert in international standards and legislation subject matter.
- The Design Team Lead will organize the meetings, ensure alignment with documents being produced by the EC Design Teams, conduct meetings in a fair and unbiased manner, ensure impartiality of team discussions and input, and reach out to subject matter experts from both the PMO and membership as needed.
- Design Teams will regularly report back to the EC with status and team decisions, the timing of which will be determined when the Design Team is formed.
- DIACC's Technical Writers Office, consisting of technical and subject matter experts, may be called upon to support Design Teams' drafting efforts.
- The Design Team may include Invited Experts. Invited Experts are not Participants of the EC and are not part of the voting process.
 - Design Teams should use the following Invited Experts invitation process:
 - The Design Team Lead emails the EC Officers requesting approval for Invited Experts to join the Design Team. The request should include at minimum the names, organization(s), and contact information for all Invited Experts, rationale for the invitation, project name, requested period of participation, and desired access level (may include access to Design Team documents, meetings, and EC meetings when expressly invited by the Design Team Lead and approved by the EC Officers), and access to the relevant collaboration tools.
 - The EC Officers will review the Invited Expert request and indicate support, feedback or object to the request.
 - If EC Officers object to the request for Invited Experts, they will respond to the Design Team Lead's request with their concerns.
 - With the support of EC Officers, the President will share the request with the Executive Team and the Board. The Board

shall conduct a one-week call for objections regarding the request.

- If the Board raises no objections, the PMO shall inform the EC and Design Team Leads and formally invite the Invited Experts to participate, including the access levels and completing the relevant EC online sign-up form.
- Upon receiving the completed online sign-up form, the PMO shall add the Invited Expert to all relevant collaboration spaces and, along with the Design Team Lead, schedule an introductory meeting between the Design Team Lead and the Invited Experts before the next scheduled Design Team meeting.

4. Special Interest Groups

- Special Interest Groups (SIGs) may discuss issues related to marketplace trends, rollout, specifications, business guidelines, privacy, and policy impact.

4.1 Formation

- Submission of a SIG Charter for approval to the Board requires the endorsement of two (2) or more Corporation Sustaining Members IGS.
- The proposed SIG Charter must be submitted to the Board for approval by a Board Ordinary Resolution.
- A SIG Charter must include the following:
 - Group Name
 - Endorsing Sustaining Members IGS
 - Initial Sustaining Members and other parties forming the SIG
 - Specific area and scope to be the subject of the SIG
 - Tasks to be carried out by the SIG
 - The estimated duration of the SIG. SIG duration is expected to be short, typically three to six (3-6) months
 - Additional information that the Board may request

4.2 Officer Leadership

- SIGs may choose a Lead or Leads whose primary role will be to drive discussions and exchange of ideas.

4.3 Participation

- SIG participation is open to Sustaining Members, Adopter Members, and non-members interested in a particular vertical industry segment or other common interest area.

4.4 Deliverables

- SIG discussions result in informative output. Discussions informing normative output are redirected to an EC for deliberation.

4.5 Meetings

- Meetings are run by consensus with no formal voting rules.
- Logistical support for SIGs is provided during regular meetings.
- SIGs may meet at other times and places based on SIG Participant preferences. In these cases, logistical support may not be provided.

4.6 Relationship to Expert Committees

- SIGs can be a source of input for ECs or other working groups to consider.
- SIGs can provide input and analysis of EC output before publication.

5. Steering Council

- The Steering Council (SC) shall ensure EC operational alignment and coordination with the strategic direction set by the Board.
- Ensure impartiality of coordination between the EC Officers and their respective activities.
- While each individual EC reports directly to the Board, the ECs may use the SC to coordinate the development of reporting materials.
- The scope of the SC shall be to work collaboratively to align the efforts of ECs to:
 - coordinate activities with ECs, SIGs, and Members;
 - align with the Corporation’s mission and vision;
 - support the development, promotion, and adoption of the PCTF;
 - act complementary and not contradictory to each other; and
 - fulfill other activities as agreed by the SC and other stakeholders.

5.1 Participation

- Membership of an SC shall include at least one Officer from each EC or their designated alternate.

6. Deliverables

- Informative deliverables include:
 - TFEC is the EC responsible for developing and maintaining informative PCTF documents, including Discussion Drafts to share early findings and to gather broad feedback;
 - Papers are created by the Board, Executive Team, EC or SIG to inform about a topic.
- Normative deliverables include:
 - Recommendations to represent specified requirements and criteria;
 - TFEC is the EC responsible for developing and maintaining the PCTF's normative documents. The TFEC revisions follow the PCTF Change Request Process (CRP).

6.1 Discussion Drafts

- A Discussion Draft is an early draft developed under an EC for the purpose of sharing information and gathering broad and diverse input to improve the quality of future revisions.
- A Discussion Draft is not subject to an EC vote of approval.
- A Discussion Draft is released with approval from the EC Officer(s) and the President.
- A disagreement regarding the release of a discussion draft that cannot be resolved will be brought to the Board for a final resolution.

6.3 Recommendations

- An EC produces Recommendations to provide specific and normative guidance. Recommendations may include topics such as guidance on handling online consent and delegation, best practices for authentication and authorization, or any other topics relevant to the Corporation’s mission and mandate.
- Recommendations may be drafted by a Design Team, following the Recommendation template, and must follow the Recommendation Approval Process as described below.

6.3.1 Recommendation Approval Process

- An EC develops a Discussion Draft for initial EC review and feedback.
- An EC develops a Draft Recommendation to incorporate EC Discussion Draft feedback.
- An EC approves a Draft Recommendation by Ordinary Resolution of those participating in a quorate call of the EC or through an electronic ballot.
- Once the EC approves the Draft Recommendation, it will request that the Board open a Call for Comments and IPR review.
- The EC must specify the extent of the Call for Comments that may include all Members, specific liaisons, all liaisons (i.e., partner organizations that have signed a Memorandum of Understanding (MOU) or a Letter of Intent (LOI), be open to the public, or various combinations thereof.
- The Board shall review an EC request for a Draft Recommendation Call for Comments and may reach the following decisions by Ordinary Resolution:
 - Approve the request.
 - Conditionally approve the request.
 - Ask the EC for further information.
 - Reject the request.
- Re-submission of Call for Comment Request
 - An EC may amend the Draft Recommendation and re-submit the request for a Call for Comments.

6.3.2 Call for Comments

- A Call for Comments shall be open for at least thirty (30) calendar days.
- The PMO shall administer the Call for Comments and ensure it is distributed to the appropriate audience based on the extent defined by the EC.
- Members of the Corporation may participate in the Call for Comments.

- Comments are logged in a Disposition of Comments. An EC Officer shall review the enumerated comments with EC Participants to provide a rationale with each comment addressed as follows:
 - Accept and Incorporate.
 - Defer and incorporate in a future revision.
 - Reject and do not incorporate.
- Upon completion of the Disposition of Comments, an EC may:
 - Resubmit the Draft Recommendation, asking for an additional Call for Comments.
 - Declare the Recommendation as a candidate for Final Recommendation by Ordinary Resolution and request the Board to initiate a Sustaining Member Ballot to approve it as a Final Recommendation.

6.4 Papers

- Papers are informative deliverables published to share use cases, positions, reports, research, stories, learnings, and other insights.
- Papers may be drafted by the Board, Executive Team, EC, SIG, or Design Team, following DIACC publishing templates.
- Papers originating from an EC or a Design Team will be reviewed and approved by consensus of the EC before being recommended to the Board for publication.
- The Board shall have one (1) week to preview a Paper before publication.

7. Sustaining Member Ballots

- A Recommendation of the Corporation is approved by a Special Resolution of a Sustaining Member Ballot.
- A Sustaining Member Ballot is issued by the Board and administered by the PMO.
- A Sustaining Member Ballot may be administered in person or electronically at a meeting of the Members.
- At least 15% of Corporation Sustaining Members IGS must participate in a Sustaining Member Ballot to confirm a Sustaining Member Ballot as quorate.

8. Version History

Version	Changes
Version 1.0	<ul style="list-style-type: none"> ● Initial version of the Operating Procedures Supplemental Policy

<p>Version 2.0</p>	<ul style="list-style-type: none"> ● Section 1. Definition Contributions ● Section 2. Board may establish liaisons ● Section 2.5. Contributions governed by controlling policies ● Section 2.11. Design Teams ● Section 3. Deliverables specified. ● Section 3.1. Report specified ● Section 3.2. Recommendation specified ● Section 3.2.1. Recommendation Approval Process specified ● Section 3.2.2. Call for comments specified ● Section 3.3. Innovation White Papers specified ● Section 3.4. Use Case specified
<p>Version 2.1</p>	<ul style="list-style-type: none"> ● Section 2.3. EC Leadership <ul style="list-style-type: none"> ○ Elections clarification ● Section 2.5. Expert Committee Contributions <ul style="list-style-type: none"> ○ “calendar” clarified ● Section 2.8. Votes <ul style="list-style-type: none"> ○ On-online ballot Quorum details clarified ● Section 4. Member Ballots <ul style="list-style-type: none"> ○ Added “Sustaining” to align with Bylaws
<p>Version 2.2</p>	<ul style="list-style-type: none"> ● Section 1. Definitions <ul style="list-style-type: none"> ○ “Board,” “In-Good-Standing,” “Discussion Drafts”, and “Steering Council” ● Section 2.4. Not In-Good-Standing <ul style="list-style-type: none"> ○ Leadership eligibility restrictions ● Section 3. “Steering Council” added

<p>Version 2.3</p>	<ul style="list-style-type: none"> ● Section 1. Definitions <ul style="list-style-type: none"> ○ “Board,” “In-Good-Standing,” and “Discussion Drafts” ● Section 2.9. Participants <ul style="list-style-type: none"> ○ May raise an unresolved dispute with the Board of Directors ● Section 4.1. Details for “Discussion Drafts” ● Formatting of definitions throughout for consistency
<p>Version 2.4</p>	<ul style="list-style-type: none"> ● Definition of “Special Interest Group” ● Clarified “Sustaining” member participation in “Expert Committees” ● Clarified “Annual Charter Review” procedure ● Reduce prescribed “Calls for Comments” time from 45 days to 30 days ● Formatting revisions throughout for consistency
<p>Version 2.5</p>	<ul style="list-style-type: none"> ● Added Scope section ● Terms and definitions arranged alphabetically ● Clarified the definition of “Final Recommendations” ● Added definition for “Reports” ● Clarified the definition of “Working Groups” ● Updated the roles of Officer Leadership ● Removed the use of the term and definition of “Vice-Chair” ● Updated Meetings section to include the use of the Chatham House Rule. ● Added “Technical Writers Office” to the Design Teams section ● Updated Steering Council purpose and role ● Clarified DIACC Deliverables section to make TFEC deliverables clear ● Added detail to the Reports section ● Additional details provided in the Recommendation Approval Process section

	<ul style="list-style-type: none"> • Defined the term “Disposition of Comments • Removed the use of the term “white” from Innovation Papers section • Additional details included for the Use Cases section
Version 2.6	<ul style="list-style-type: none"> • Added “informative” reports and recommendations to the Scope of the document • Clarified that this document does not define the certification policies and methodologies • Clarified and added definitions to: Chairperson, Chair, Co-Chair, Vice Chair, Design Teams, Invited Expert, Observer, Participant • Added clarifying language on Officer (EC) makeup, and process for mid-term leadership changes • Updated bulleted list describing Design Teams, included process for welcoming Invited Experts to the Design Teams • Updated information about Special Interest Groups, including deliverables, non-normative information, non-confidential discussions, and relationship to Expert Committees • Updated Reports section to clarify development process • Removed Innovation Papers section of DIACC Deliverables • Removed use of Chatham House Rule for committee meetings as its use is an EC determination. • Changed the Reports section to Papers that includes reports, stories, use cases and other informative deliverables. • Removed Use Cases section and moved use cases under Papers. • Changed “DIACC Sustaining Member Ballot” to “Sustaining Member Ballot” • Added definition for PMO, Executive Team, and President.

	<ul style="list-style-type: none">• Reorganized deliverables to two categories - informative and normative.• Added SIG Participant noted difference from a Participant who regularly attends EC meetings.
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