

## VSF Activity Group - Authorization Form

<b>Activity Group No.: (VSF will supply)</b>	
<b>Title:</b>	
<b>Chair:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Phone:</b>
<b>State:</b>	<b>Fax:</b>
<b>Zip:</b>	<b>Email:</b>
<b>Objectives:</b>	
<b>Tasks:</b>	
<b>Meeting Schedule:</b>	
<b>Draft Output Due:</b>	<b>Target Date?</b>
<b>Completion Date:</b>	<b>Target Date?</b>
<b>Form of Output:</b>	<input type="checkbox"/> <b>Report to VSF</b> <input type="checkbox"/> <b>Recommendation to Standards Organization(s)</b> <input type="checkbox"/> <b>Article or Conference Presentation</b> <input type="checkbox"/> <b>Other (please state)</b>
<b>Liaisons:</b>	<input type="checkbox"/> <b>SMPTE</b> <input type="checkbox"/> <b>ATIS</b> <input type="checkbox"/> <b>ATSC</b> <input type="checkbox"/> <b>Other (please state)</b>
<b>References:</b>	
<b>Interested Parties:</b>	
<b>Resources required:</b>	
<b>Date written/revised:</b>	<b>Board of Directors approval date:</b>

### Activity Group Evaluation Criteria

1. **Potential for use** – Assess the reason for the effort. State reasons this activity supports the objectives of the VSF.
  
2. **Other documents** – Before a proposal is approved, the proponents shall state that similar activity is not under consideration in other Activity Groups. Is there any completed work which has already addressed the issue (Prior Art)?
  
3. **Public interest** – There shall be no evidence that the work of the Activity Group is contrary to the public interest.
  
4. **Technical soundness** – There shall be evidence of technical adequacy and feasibility.
  
5. **Resource review** – The proponent(s) shall provide an assessment of the required resources to complete the proposed Activity Group effort. Determine if anticipated results warrant resource expenditure. The proponent(s) shall also provide a timeline with proposed deliverables and dates for output from the group.

Aside from VSF member time dedicated, resources are minimal. Telephone conference bridges, email group lists, etc.

6. **Concurrence and support** – There is significant support from customers and/or vendors, and carriers to undertake the activity.

**Note** - Testing may be done, subject to concurrence of interested parties. Any proposal involving testing shall describe in writing how such testing is to be conducted and how results are to be quantified.

## **VSF Activity Group Functions between Meetings**

1. Conference calls are anticipated at least once a month to move the topic forward between Face-to-Face meetings
  - a. If no conference calls occur between meetings, the topic area will be deactivated by the VSF board upon being notified of this fact.
2. Activity Group conference calls will be monitored by at least one VSF board member to assess AG status
3. The Technical Moderator will attend as many of the conference calls as feasible
  - a. The Technical Moderator is not responsible for initiating these calls
  - b. The Technical Moderator may interact with the AG chair between calls as needed
4. Conference call times may be posted on the VSF website or in meeting minutes.
  - a. Conference calls should be scheduled at least one week in advance
  - b. Formal agendas are not required but meeting minutes would be useful
5. VSF will reimburse individuals or organizations for the costs incurred in supplying conference call bridges, if appropriate documentation of charges are supplied to the VSF Operations Manager – Bob Ruhl (bob.ruhl1@verizon.net)
  - a. It is appreciated if conference bridges are donated. In return, donors will be publicly recognized for having done so at VSF meetings and at the VidTrans show.

Note: All voting members must agree in writing that their companies will sign IP statements prior to completion of VSF Activity Group work, or they cannot participate in the work effort.

7/15/2009

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