Navigating & Contributing to the Broadband Forum
A Guide to Navigating & Contributing

- Technical Working Group Structure
- How to Participate
- Starting a New Project
- Policies and Procedures (P&P)
- Documents Types & Approval Processes
- Resources
- Members only Website Navigation
**Mission:** To establish common broadband related technical specifications to ensure network and management optimization

**Technical Committee Chair:**
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**Technical Committee Vice-Chair:**
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- For the mission statement, scope and leadership of each Working Group go to: [http://www.broadband-forum.org/technical/technicalworkinggroups.php](http://www.broadband-forum.org/technical/technicalworkinggroups.php)

- To access the ARO Working Group views go to: [http://www.broadband-forum.org/bin/c5i?mid=0&rid=68](http://www.broadband-forum.org/bin/c5i?mid=0&rid=68)
How to Participate

- Attend our quarterly meetings
  - For a list of our upcoming meetings go to: http://www.broadband-forum.org/meetings/upcomingmeetingsataglance.php

- Join WG Teleconferences (between meetings)
  - To view our teleconference calendar please go to: http://www.broadband-forum.org/bin/c5i?mid=7&rid=5

- Submit contributions towards ongoing work
  - Create, upload, view & search for contributions at: http://www.broadband-forum.org/bin/c5i?mid=4&rid=4&s1=6i
  - Creating and Uploading a Contribution OD-220
  - Contribution Template OD-219

- Have an idea? Initiate New Work
Starting a New Project

Scoping of new projects

1. NPIF posted using the document type New Project Form to the contribution website by individual members

2. WG reviews NPIF - scoping the project with specific objectives

3. WG agreement to proceed with the NPIF

Communication

4. NPIF communicated by WG chairs to the NPIF exploder either for information or for feedback (the later when it’s more than continuation of existing work)

5. For information:
   - WG reviews feedback received and makes its final decision
   - WT/ID/SD/MD/OD number allocated, development starts

6. For feedback:
   - WG consensus
   - WG agreement to proceed with the NPIF
   - NPIF posted using the document type New Project Form to the contribution website by individual members
   - Not mature yet

See OD-271 for the New Project Initiation Instructional Form and the P&P for processing details.
Policies and Procedures (P&P)

- The Broadband Forum P&P can be found on the Member Only Policies Documents webpage

- Specific areas that may be of interest within the P&P:
  - Section 8 PROJECTS and INTERIM MEETINGS
    - 8.2 Process for Starting a New Project
    - 8.3 Interim Meetings
  - Section 10 DOCUMENT APPROVAL PROCEDURES
    - 10.1 Types of Broadband Forum Documents
    - 10.8 Technical Report Development
    - 10.9 Marketing Report Development
  - Annex D GUIDANCE NOTES FOR BBF MEMBERS
For details on processes & document type descriptions see Section 10 of the P&P.
There are many resources available to you on the Broadband Forum website, below are just a few to help you get started.

- **Members Only (top left on home page)**
  - Provides direct links to many private webpages and the ARO site

- **Technical Work in Progress**
  - The [public](#) page provides you with a brief overview of the current work
  - On the [private](#) page you will find resources, current ballots and a linked list of active documents with links to view the contributions towards each document

- **Templates, Forms, Guidelines & Resources webpage**
- **Policies and Procedures webpage**
- **Broadband Forum Site Map**
- **Quarterly Meeting resources**
- **New Member Orientation presentation** by Laurie Adams de Sa
Members only ARO Navigation

Together we’ll walk through the basics of:

- My ARO
  - My ARO Setup
  - Working Groups View
- Meetings
- Email List
- Teleconference Calendar
- Contributions
  - Creating & Uploading
  - Searching
- Projects
- Internal Roadmap
Navigating & Contributing to the Broadband Forum

Questions? Feel free to contact me or any member of the BBF staff.

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